

Compliance Newsletter For the month of July 2024

Minimum Wages Revisions

The Assam Minimum Wages Notification

The Government of Assam vide notification no. E-238621/621 has revised minimum wages effective from 1st December 2023. Please refer to the below table for the revised minimum wages and notification appended herewith for more details.

State: Assam

Effective Date: 01/12/2023

Category: 98 Scheduled Employments

Class of Employment	Basic	VDA	Total Minimum Wages
Unskilled	7200	2897.1	10097.14
Semi-Skilled/Unskilled Supervisory	8400	3336.8	11736.8
Skilled/clerical	10500	4172	14671.95
Highly Skilled	13500	5363.3	18863.25

The Odisha Minimum Wages Notification

The Government of Odisha vide Notification No. LES-LL1-III-0081-2017-5308 has revised minimum wages effective from 18th July, 2024. Please refer to the below table for the revised minimum wages and notification appended herewith for more details:

State: Odisha

Effective Date: 18/07/2024

Category: 89 Scheduled Employment including Shops & Commercial Establishment

Class of Employment	Per Day Minimum Wages	Per Month Minimum Wages
Unskilled	450	11700
Semi-skilled	500	13000
Skilled	550	14300
Highly Skilled	600	15600

The West Bengal Minimum Wages Notification

The Government of West Bengal vide notification no. 22/Stat/14/RW/24/2023/LCS/JLC has revised minimum wages effective from 1st July 2024. Please refer to the below table for the revised minimum wages and notification appended herewith for more details.

State: West Bengal

Effective Date: 01/07/2024

Category: Shops & Commercial Establishment

Class of Employment	Monthly Minimum Rate of Wages 01/07/2024 to 31/12/2024	
	Zone A	Zone B
Unskilled	9956	9445
Semi-Skilled	10952	10387
Skilled	12048	11427
Highly Skilled	13252	12572

The Andaman & Nicobar Minimum Wages Notification

The Government of Andaman & Nicobar vide notification no. A-196/1/2022-lab.Ins-I-LAB_AN has revised minimum wages effective from 1st July 2024. Please refer to the below table for the revised minimum wages and notification appended herewith for more details.

State: Andaman & Nicobar Island

Effective Date: 01/07/2024

Category: Shops & Commercial Establishment

Class of Employment	Monthly Minimum Rate of Wages effective 01/07/2024	
	Per Day	Per Month
Unskilled	633	16458
Semi-Skilled	714	18564
Skilled/Clerical	837	21762
Highly Skilled	920	23920

The Punjab Minimum Wages Notification

The Government of Punjab vide Notification No. 10607 has revised minimum wages effective from 1st March 2024. Please refer to the below table for the revised minimum wages and notification appended herewith for more details.

State: Punjab

Effective Date: 01/03/2024

Category: Various under Scheduled Employments

Category	Daily Rate of Wages	Monthly Rate of Wages
Unskilled	419.22	10900
Semi-Skilled	449.22	11680
Skilled	483.72	12577
Highly Skilled	523.41	13609

Notifications/Circulars/Amendments

Circular regarding Standard Operating Procedure (SOP) for Joint Declaration for Member Profile Updation version 3.0 in EPFO

The Employees Provident Fund Organization vide No. WSU/2022/(E-54018)/3931, has issued a Circular regarding Standard Operating Procedure (SOP) for Joint Declaration for Member Profile Updation version 3.0 in EPF. Please refer to the circular appended herewith for more details.

Circular regarding Removal of the Aadhaar card from the list of acceptable documents for proofs of date of birth in ESI

The Employees' State Insurance Corporation (ESIC) of India vide No. N-12013/2/2023-ft-II, has issued UIDAI guidelines and Circular regarding Removal of the Aadhaar card from the list of acceptable documents for proofs of date of birth in ESI. Please refer to the circular appended herewith for more details.

Notification regarding coverage of ESI Scheme to Six Districts of Manipur

The Ministry of Labour and Employment vide S.O. 2696 (E), has issued notification regarding coverage of ESI Scheme to all the areas of Bishnupur, Senapati, Ukhrul, Kangpokpi, Churachandpur and Thoubal districts of Manipur with effect from 01 August 2024. Please refer to the notification appended herewith for more details.

Notification regarding monthly deposit of Labour Welfare Fund in Haryana

The Government of Haryana vide HLWB/REV/2024/3755-3804, has issued Notification regarding monthly deposit of Labour Welfare Fund. Please refer to the notification appended herewith for more details.

Strict verification scrutiny of documents for Super Specialty Treatment (SST) cases in ESI

The Employees State Insurance Corporation vide File No. U-16012/392/2022-SST, has issued Circular regarding strict verification scrutiny of documents for Super Specialty Treatment (SST) cases. Please refer to the circular appended herewith for more details.

Notification of the Kerala Recognition of Trade Unions (Amendment) Rules, 2024

The Government of Kerala Vide S. R. O. No. 640/2024 has issued Kerala Recognition of Trade Unions (Amendment) Rules, 2024. Please refer to the notification appended herewith for more details.

GOVERNMENT OF ASSAM
LABOUR WELFARE DEPARTMENT : : RESEARCH CELL
JANATA BHAWAN: DISPUR : GUWAHATI - 6

ORDER BY THE GOVERNOR
NOTIFICATION

Dated Dispur, the _____, 2024

No.E-238621/621 : In continuation to previous Notification No.E-238621/409, dated 24-11-2023, the rates of VDA payable to the employees in the following scheduled employments are fixed on the basis of 100% rise on average all India General Consumer Price Index for Industrial Workers. (base 2016=100).

And whereas the average CPI of the period December, 2022 to May, 2023 has risen by 5.5 points i.e, 4.12 % over the average CPI of the period June, 2023 to November, 2023.

Now, it is hereby notified that the following VDA shall be payable to the employees / workers as specified in Schedule given below w.e.f. 01-12-2023.

TABLE

Employment in Bakery, Breweries & Distillery, Black Smith, Biscuit Manufacturing, Film (Production, Distribution & Exhibition) Industry, Carpentry & Masonry, Canteen & Clubs, Co-Operative Consumers Societies, Cleaners, Coaching Academics Including Nursing & English Medium Schools & Technical Institutes, Earth Cutting, Earth Removing, Earth Filling & Earth Levelling Operation, Fruit Preservation, Gold Smith, Hair Cutting Saloon, Grass Cutting & Wood Cutting, L.P.Gas Distribution, Oil & Gas Drilling Workers, Premises wherein Cows & Buffaloes or both are kept for milking, feeding & All Other Similar Processes, Printing & Dying Clothes, Pathological Laboratories, Private Transport, Petrol Pump Workers, Private Hospitals, Readymade Garments, Shops, Commercial Establishment covered by the Schedule, Shop & Commercial Establishments, Eating House & Restaurants, Small Selling Cooked Food Staff, Transportation, Marketing & Distribution of Petroleum Products, Tailoring Industries, Theatres, Tube-Well Sinking Workers, Helpers & Welders (Minor Engineering), Edible Oil Workers, Hotel, Restaurants & Eating Houses Covered by the Scheduled Employments (Shops & Commercial Establishment, Eating Houses & Restaurants)

Employment in Bakery, Agarbatti, Asbestos Cement Factories, Aluminium Industries, Agar Wood Industries, Beverages Manufactories & Vending Establishment, Beedi Making, Brick Making & Brick Kiln, Bought Tea Leaf Factory, Cotton Textile Mills, Cement Based Industry, Chakki Mills, Chemical & Pharmaceutical Industries, Candle Manufacturing, Coffee & Rubber Plantations, Engineering Industry Including Motor Garages, Flour Mills, Food Processing, Gold & Silver Ornaments & Other Articles of Artistic Design Manufacturing, Pan Masala & Gutkha Manufacturing Industries, Handicrafts, Ice Cream & Ice-Candy Manufacturing & Vending Establishment, Ice Factory & Cold Storage, Jute Bailing Industries, Jute Mills, Match Manufacturing, Metal Rolling, Re-Rolling Industry (Ferrous & Non-Ferrous), Motor Body Building, Plywood Industries, Paper Industries, Pottery Industries, Photo & Picture Frame Manufacturing, Poultry & Cattle Feed Manufacturing, Rubber Processing & Rubber Manufacturing, Rice & Oil Mills, Saw Mills Soap Making Industries, Sugar Industries, Trunk & Bucket Manufacturing, Tiles Manufacturing, Tanneries & Leather Manufacturing

Employment in Agriculture, Contractors Estt. of the Forest Department, Co-Operative Marketing Societies, Co-Operative Bank (Other than Co-Operative Central Bank & Apex), Construction or Maintenance of (1) Roads or Building Operation & (2) Stone Breaking & Stone Crushing, Dispensaries, Employees in Electricity Board, Fishing, Casual / Muster Roll Workers in Flood Control Department, Forestry & Timbering Operation, Hydro Electric Project, Handloom Weaving Estt., Horticulture Operation, Casual / Muster Roll Workers in Irrigation Department, Khadi & Village Industry, Municipalities & Town Committees, Public Motor Transport including ASTC, Printing Press, Casual / Muster Roll Workers Employed in Public Health Department, Poultry & Dairy Farm, Steamerghat, Small Scale Industries, Seasonal Spray Squads of NMEP under H&FW Deptt., Sericulture Operation

Category of Employees / Workers	Wage per day	Wages per month	Previous VDAs cumulated	New VDA per month	Wages per month
Unskilled workers	Rs.240/-	Rs.7200/-	Rs.2600.50	Rs. 296.64	Rs. 10097.14
Semi Skilled/ unskilled Supervisory	Rs.280/-	Rs.8400/-	Rs.2990.72	Rs. 346.08	Rs. 11736.80
Skilled Workers /Clerical Workers	Rs.350/-	Rs.10500/-	Rs.3739.35	Rs. 432.60	Rs. 14671.95
Highly skilled Workers	Rs.450/-	Rs.13500/-	Rs.4807.05	Rs. 556.20	Rs. 18863.25

Signed by
Ballepu Kalyan Chakravarthy
Principal Secretary to the Govt. of Assam
Date 10-07-2024 04:29:54
Labour Welfare Department

Memo No.E-238621/621 -A,

Dated Dispur, the _____, 2024

Copy to :-

1. The PPS to the Hon'ble Chief Minister, Assam, Dispur, Guwahati- 6 for kind appraisal of the Hon'ble Chief Minister.
2. Secretary Coordination, O/o Chief Secretary, Assam, Dispur, Guwahati- 6 for kind appraisal of the Chief Secretary.
3. The P.S. to Principal Secretary, Labour and Welfare Department, Dispur, Guwahati- 6
4. The Labour Commissioner, Assam, Shram Bhawan, Guwahati- 7 for n/a.
5. The Deputy Director and Publisher Assam Govt. Press, Bamunimaidan, Guwahati- 21 with a request to publish the notification in the Extraordinary issue of Assam Gazette and to send 100 spare copies thereof to this Department urgently.
6. All ALCs / LOs / LIs concerned.
7. The Director of Information & Public Relation, Assam, Dispur, Last Gate, Guwahati- 6 with a requested to publish the notification as News Item in the local Daily Newspapers.
8. The Workers' / Employers' Associations for information.

By order etc,

eSigned

Principal Secy. to the Govt. of Assam,
Labour Welfare Department



ଓଡ଼ିଶା ସରକାର
ଶ୍ରମ ଓ କର୍ମଚାରୀ ରାଜ୍ୟ ବୀମା ବିଭାଗ
GOVERNMENT OF ODISHA, LABOUR & ESI DEPARTMENT

NOTIFICATION

No. LESI-LL1-III-0081-2017- 5308 /LESI, Bhubaneswar, dated 18-7-24

Whereas certain proposals to revise the minimum rates of wages payable to 89 Nos. of category of employees employed in scheduled employment were published as required under clause (b) of sub-section (1) of section 5 of the Minimum Wages Act, 1948 (11 of 1948) in the Extra-ordinary issue of the Odisha Gazette No. 565 dated the 13th March, 2024 under the notification of the Government of Odisha in the Labour & Employees' State Insurance Department No. 2278—LESI-LL1-III-0081/2017/LESI., dated the 13th March, 2024, inviting objections and suggestions from all persons likely to be affected thereby within a period of two months from the date of publication of the said notification in the *Odisha Gazette*;

And whereas, the Advisory Board appointed under section 7 of the said Act, has been consulted and the representations received within the period so specified in respect of the said proposal have been duly considered by the State Government;

Now, therefore, in exercise of the powers conferred by clause (b) of sub-section (1) of section 3 read with section 4 and sub-section (2) of section 5 of the said Act and in supersession of all previous notifications issued in this regard, the State Government do hereby revise the minimum rates of wages payable to Unskilled, Semiskilled, Skilled, Highly Skilled categories of employees employed in 89 employments as mentioned in the Schedule to this notification in the whole of the State of Odisha to Rs.450.00, Rs.500.00, Rs.550.00 and Rs.600.00 per day respectively, with effect from the date of publication of this notification in the *Odisha Gazette*. The revised minimum rates of wages shall consist of the rates of wages as set out in column (4) of the Schedule to this notification and payable to the categories of employees as mentioned in column (3) thereof. In addition to the said rates of wages, Variable Dearness Allowance (VDA) as admissible shall be declared at half-yearly interval i.e. on the 1st April and the 1st October of the year, at the rate of Rs. 2.60 paise per point rise in All India Consumer Price Index Number for Industrial Workers (base 2016-100) as may be notified by the Labour Commissioner, Odisha.

SCHEDULE

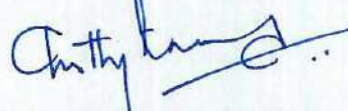
Sl. No.	Name of the Employment	Category of Employees	Revised minimum rates of wages per day
(1)	(2)	(3)	(4)
1.	Agriculture	Unskilled Semi-skilled Skilled Highly skilled	Rs. 450.00 Rs. 500.00 Rs. 550.00 Rs. 600.00
2.	Agarbati and Candle making Worker's Establishments		
3.	Automobile servicing, repairing garages and Workshops		
4.	Ayurvedic and Unani Pharmacy		
5.	Bakeries and Confectionaries including Biscuit making		
6.	Bamboo Forest Establishment		
7.	Brass and Bell Metal Industry		
8.	Carpet Weaving Industry		
9.	Cashew processing establishments		
10.	Cement pipe making and allied products industry		
11.	Ceramic and Pottery Industry		
12.	Chemical Industry		
13.	Cinema Industry and Film Production		
14.	Clay Pottery		
15.	Coir Industry		
16.	Collection of Sal Seeds		
17.	Construction or maintenance of Dams, Embankments, Irrigation Projects and Sinking of wells and tanks.		
18.	Construction or maintenance of roads or in building operations		
19.	Contingent and Casual Employees in Government and other establishments, Courier and Cargo Services		
20.	Cotton Ginning and Pressing Industry		
21.	Dispensary of Medical Practitioner in any establishment of Medical Consultant or in any Chemical or Pathological Laboratory, Private Nursing Homes, Private Medical College Hospitals, Super Specialty Hospitals, Clinic, Laboratory etc.		
22.	Distilleries		
23.	Domestic Workers (shall be calculated as per hours of work)		
24.	Electricity transmission, generation and distribution		
25.	Employment in NGO and Voluntary Social Organization		
26.	Employment in laying of underground Cables, Electric lines, Water supply lines and under Cable Operators.		
27.	Finishing and Dying of yarn and fabrics, Painting, Knitting and Embroidery		
28.	Fisheries and Sea food Industry		
29.	Forest produce such as Genduli gum, Mahua making of coal and resin.		
30.	Foundry Industry with or without attached machine shop		
31.	Glass Industries		
32.	Gold and Silver Ornaments and Articles of artistic design		
33.	Graphite Industry including Beneficiation		
34.	Handloom and Hosiery		
35.	Hotels, Eating Houses and Restaurants		
36.	Ice Factory and Cold Storage		
37.	Jute Industry and Jute Twine Industry		
38.	Kendu Leaf Collection		
39.	Khadi Village Industries including manufacture of Khandasari and other products		
40.	Laundry including Dry-washing		
41.	Leather Industry		
42.	Liquefied Petroleum Gas manufacture and distribution		

(1)	(2)	(3)	(4)
43.	Local Authority	Unskilled Semi-skilled Skilled Highly skilled	Rs. 450.00 Rs. 500.00 Rs. 550.00 Rs. 600.00
44.	Manufacture of Brush and Brooms		
45.	Manufacture of Coke and Burning Coals		
46.	Manufacture of Cold drinks, Soda and other allied products		
47.	Manufacture of Electrical Bulbs and all allied electrical equipment		
48.	Manufacture of matches, fireworks and explosives		
49.	Manufacture of nails and pins		
50.	Manufacture of paints and varnishes		
51.	Manufacture of plastic products including toys		
52.	Manufacture of Radio by assembling with parts		
53.	Manufacture of ropes		
54.	Manufacture of Utensils including Aluminum and Hindalium products		
55.	Metal Industry(except the cottage and village scale units)		
56.	Major or Minor Engineering Industry including Sponge, Secondary Steel, Rolling Mills, Ferro Alloys, Metal Industries (employment less than 50 persons)		
57.	Motor body building		
58.	Minor Ports		
59.	Non-teaching staff of Private Educational Institution including ITI & Training Institute, Coaching Centre.		
60.	Oil Mill		
61.	Paper and Cardboard Industry		
62.	Petrol and Diesel Oil Pumps		
63.	Pharmaceutical Industry		
64.	Power loom Industry		
65.	Printing Press, DTP Centre and Offset Printing Press		
66.	Private Road Transport		
67.	Private Security Agencies and Private Security Services		
68.	Public Health Engineering		
69.	Public Motor Transport		
70.	Readymade Garments Industries including Mechanized Trade of Readymade Garment Industry		
71.	Refractory Industry		
72.	Regulated markets, Marketing Societies, Co-operative Societies and Banks.		
73.	Rice Mill, Flour Mill, Dal Mill, Chuda mill and Masala Mill		
74.	Rubber and Rubber Products Industry		
75.	Salt Pans		
76.	Saw Mills		
77.	Shops, Commercial Establishments, Salon, Beauty Parlour, Spa, massaging centre, Xerox shop, STD booth, tent house, newspaper hawkers and newspaper establishments.		
78.	Siali leaf pluckers and Sal leaf pluckers		
79.	Soap and Detergent Manufactory		
80.	Social Forestry		
81.	Spinning Mills		
82.	Stone breaking or Stone crushing		
83.	Tamarind collection		
84.	Tile and Brick Making		
85.	Timber Trading (excluding felling and sawing)		
86.	Timber Trading (including felling and sawing)		
87.	Tobacco (including Bidi making) Manufactory		
88.	Trunks, Suitcase and Bucket manufactory		
89.	Wood works and furniture making industries		

Explanation:— For the purpose of this notification—

1. The minimum rates of wages are all inclusive rates including the basic rates, the cost of living allowances and the cash value of the concessional supply if any of essential commodities.
2. The daily minimum rates of wages shall be inclusive of wages payable for the weekly day of rest.
3. The minimum rates of wages are applicable to the employees employed by contractors also.
4. The minimum rates of wages for disabled persons shall be same as payable to the workers of the appropriate category.
5. There shall not be any discrimination between male and female workers in the matters of payment of minimum wages in any category of employment.
6. (a) "Unskilled work" means work which involves simple operation requiring little or no skill or experience on the job.
 (b) "Semi-skilled work" means work which involves some degree of skill or competence acquired through experience on the job and which is capable of being performed under the supervision or guidance of a skilled employee and includes un-skilled supervisory work.
 (c) "Skilled work" means work which involves skill or competence acquired through experience on the job or through training as an apprentice or in a technical or vocational institute and the performance of which calls for initiative and judgment; and
 (d) "Highly Skilled work" means work which calls for a high degree of perfection and full competence in the performance of certain tasks, acquired through intensive technical or professional training or practical work experience for long years and also required for workers to assume full responsibility for the judgment or decisions involved in the execution of these tasks.
7. An adult employee shall work for eight hours per day excluding half an hour of rest.

By order of the Governor



[CHITHRA ARUMUGAM]

Principal Secretary to Government

Memo No. 5309 / LESI, Bhubaneswar, dated 18-7-24

Copy forwarded to the Director, Printing, Stationery & Publication, Odisha, Cuttack for information and necessary action.

It is requested to publish the Notification in an Extraordinary issue of the Odisha Gazette and supply 20 (Twenty) copies to this Department.

Secy 18/7/24
Additional Secretary to Government

Memo No. 5310 / LESI, Bhubaneswar, dated 18-7-24

Copy forwarded to PS to Hon'ble Chief Minister, Odisha / PS to Hon'ble Minister, Labour and ESI / OSD to Chief Secretary, Odisha / PS to DC-cum-ACS, Odisha for kind information.

Secy 18/7/24
Additional Secretary to Government

Memo No. 5311 / LESI, Bhubaneswar, dated 18-7-24

Copy forwarded to the Under Secretary to Government of India, Ministry of Labour and Employment, New Delhi / Labour Commissioner, Odisha, Bhubaneswar / All Departments of Government / All Heads of Departments / All RDCs / All Collectors and District Magistrates for information and necessary action.

Secy 18/7/24
Additional Secretary to Government

Memo No. 5312 / LESI, Bhubaneswar, dated 18-7-24

Copy forwarded to the Director, Information and Public Relations Department for information and necessary action.

Secy 18/7/24
Additional Secretary to Government

Memo No. 5313 / LESI, Bhubaneswar, dated 18-7-24

Copy forwarded to the Nodal Officer, Departmental Website, Labour & ESI Department for publication of the Notification in the official website.

Secy 18/7/24
Additional Secretary to Government

Memo No. 5314 / LESI, Bhubaneswar, dated 18-7-24

Copy forwarded to All Sections of this Department for information.

Secy 18/7/2024
Additional Secretary to Government



Government of West Bengal
Labour Commissionerate, Statistics Section,
6th Church Lane, 3rd Floor, Kolkata-700 001

No: 22/Stat/14/RW/24/2023/LCS/JLC

dated 16/07/2024

CIRCULAR

- (1) The minimum rates of wages for the employees employed in the following 30 (thirty) Scheduled Employments in the state of West Bengal shall be effective in the period from **1st July 2024 to 31st December 2024**.

The minimum rates of wages have been updated with reference to the Fixation / Revision notifications as mentioned against each scheduled employment.

Sl. No	Scheduled Employments	Referral Fixation / Revision Notification Nos.& date	Categories of Employees	Minimum Rates of Wages			
				Zone A		Zone B	
				Per Month	Per Day	Per Month	Per Day
1	ANY ESTABLISHMENT IN WHICH MANUFACTURING ACTIVITY AS DEFINED UNDER SECTION 2(K) OF THE FACTORIES ACT IS CARRIED OUT AND IS NOT COVERED UNDER ANY OF THE OTHER SCHEDULED EMPLOYMENTS	Labr/639/(LAW)-MW/2W- 32/13, dt. 29.12.2016	Unskilled	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
2	AUTOMOBILE ENGINEERING REPAIRING WORKSHOPS & GARAGES	Labr/640(Law)/MW/2W/32/13 dated 29.12.2016	Unskilled: Helper, Washman, Attendant, Peon, Cleaner, Sweeper, Security Man	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Electrical Semi-Technician, Tele-caller, Receptionist	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Painter, Body Maker, Mechanic, Sales Executive, Electrician, Driver, Accessories Fitter, Technician, Assistant Administrator, Assistant Accountant, Billing Clerk	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Administrator, Accountant and Customer Care Executive.	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
3	BEVERAGE MANUFACTURING & VENDING ESTABLISHMENTS	Labr/641(Law)/MW/2W/32/13 dated 29.12.2016	Unskilled: Store Keeper, Peon, Cleaner, Security Guard, Sweeper	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Light Inspector.	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Operator.	Rs. 12048	Rs.463	Rs. 11427	Rs. 440

4	BISCUIT MANUFACTURING	Labr/642(Law)/MW/2W/32/13 dated 29.12.2016	Unskilled: Peon, Cleaner, Sweeper, Security Guard, helper	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Assistant Mechanic, Market Seller	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Baker, Mechanic, Minder, Mixing Man, Electrician	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Checker, Production Manager	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
5	BOTTLING AND PACKAGING INDUSTRY	Labr/643(Law)/MW/2W/32/13 dated 29.12.2016	Unskilled: Helper, General Worker, Night Guard, Peon, Security Guard, Sweeper.	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Assistant operator.	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Operator, Assistant Manager.	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Chemist, Microbiologist and Production Manager.	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
6	CLINICAL ESTABLISHMENTS INCLUDING PATHOLOGICAL LABORATORIES AND DIAGNOSTIC CENTRES	Labr/645(Law)/MW/2W/32/13 dated 29.12.2016	Unskilled: Helper, Cleaner, Ward Boy, Ward Assistant, Ayah, Attendant Durwan, Peon, Security Guard, Housekeeping Assistant, Office Bearer, Canteen Boy, Sweeper	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Lab Assistant, Blood Collector, Male Nursing Attendant, Male Medical Attendant, Trained Ayah, Receptionist, Assistant Cook, Typist	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Nurse, O.T. Assistant, Technician, X-Ray Technician, C.T. Scan Technician, MRI Technician, Laboratory Technician, Dental Technician, Medical Record Keeper, Supervisor, Clerk, Cashier, Accountant, Cook	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Senior Nurse, Pathologist, Matron, Dietician, Biochemist, Radiologist	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
7	CONFECTIONERY AND SWEETS MANUFACTURING	Labr/646(Law)/MW/2W/32/13 dated 29.12.2016	Unskilled: Helper, Cleaner, Service Man, Peon, Security Guard, Sweeper.	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Assistant Mistry, Assistant Karigar, Assistant Cook, Assistant Haluikar.	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Sweet-maker, Mistry, Karigar, Cook, Haluikar, Clerk, Cashier.	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Manager.	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484

8	CONSUMER CO-OPERATIVE SOCIETIES, PRIMARY AGRICULTURAL CO-OPERATIVE SOCIETIES / MARKETING SOCIETIES	Labr/647(Law)/M W/2W/32/13 dated 29.12.2016	Unskilled: Peon, Cleaner, Sweeper, Security Guard, Bearer, Durwan.	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Duftry.	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Clerk, Typist, Accountant, Computer Operator, Office Assistant.	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Manager, Senior Accountant, Supervisor.	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
9	COURIER SERVICE	Labr/648(Law)/M W/2W/32/13 dated 29.12.2016	Unskilled: Peon, Cleaner, Sweeper, Security Man, Loader	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Assistant operator, Assistant Customer Care Staff, Assistant System Delivery Man.	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Clerk, Computer Operator, Accountant, Office Assistant, Field Representative, Executive-Business Development, Executive-Operation, Executive-Customer Care, Supervisor, Driver.	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Senior Executive, Senior Supervisor.	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
10	EMPLOYMENT IN ENGINEERING UNITS EMPLOYING LESS THAN 50 PERSONS	Labr/626/LC-MW Dated. 20.12.2019	Unskilled	Rs. 9953	Rs.383	Rs. 9443	Rs. 363
11	ESTABLISHMENTS AS DEFINED UNDER THE SHOPS & ESTABLISHMENTS ACT, 1963	Labr/650(Law)/M W/2W/32/13 dated 29.12.2016	Unskilled: Peon, Cleaner, Sweeper, Security Guard, Bearer, Messenger	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Duftry, Assistant Accountant	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Clerk, Typist, Office Assistant, Office Maintenance and Inventory Management Staff, Data Entry Operator, Accountant	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Head Assistant, Senior Accountant, Computer Operator, Research And Development Staff/Executive, Market Research Staff/Executive, Godown-in-Charge, Office Supervisor, Sales Representative/Sales Promotion Employees	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
12	FLOOR AND WALL TILES MANUFACTURING	Labr/653(Law)/M W/2W/32/13 dated 29.12.2016	Unskilled: Loading and Unloading Worker, Helper, Peon, Cleaner, Sweeper, Security Man.	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Assistant of Tile Maker.	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Tile Maker.	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Chemist, Designer	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484

13	GARMENTS MANUFACTURING INDUSTRY	Labr/654(Law)/M W/2W/32/13 dated 29.12.2016	Unskilled: Helper, Cleaner, Sweeper, Durwan, Security Guard, General Worker.	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Machine Operator, Computer Operator.	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Lock-Stitch Operator.	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Checker, Supervisor	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
14	GLASS INDUSTRY	Labr/627/LC-MW Dated. 20/12/2019	Unskilled: Annealing Chamber (Coolies), Furnace Coolies, Carrier (Jaliwala) Coolies, General Coolies, Packer, Mason Helper, Batch Coolies (Batch Room Workers), Sweeper, Canteen Boys, Sacha Mazdoor, Chimney Grinder, Lorry Mazdoor	Rs. 9953	Rs. 383	Rs. 9443	Rs. 363
			Semi-skilled: Bubbler, Bubbler Holder, Lineman, Airman, Fireman, Helpers, Molters, Blacksmith, Grinder, Polisher, Cook, Sorter, Rulsawala (Neck Maker)	Rs. 10948	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Lorry Driver, Fireman Flower (Ord), Helper to Blower, Machine man (Cutter), Machine man (Helper), Cutting off fine Polishing, Machine Operator, Fitter Mechanic, Electrician, Turner, Lather man, Welder	Rs. 12044	Rs.463	Rs. 11425	Rs. 439
			Highly Skilled: Blower, Foreman, Shift-In-Charge	Rs. 13248	Rs. 510	Rs. 12570	Rs. 483
15	HOTELS AND RESTAURANTS INCLUDING BOARDING HOUSES, EATING HOUSES, CANTEENS, CLUBS AND GUEST HOUSES	Labr/655(Law)/M W/2W/32/13 dated 29.12.2016	Unskilled: Waiter, Washman, Peon, Utility Worker, Helper, Cleaner, Sweeper, Canteen Boy.	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Helper of Technician Service, Waiter Grade-I, Steward, Assistant Supervisor	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Cook, Chief Cashier, Accountant, Bar Tender, Assistant Manager	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Manager, Chief Executive	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
16	ICE CREAM AND CANDY MANUFACTURING	Labr/656(Law)/M W/2W/32/13 dated 29.12.2016	Unskilled	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
17	ICE FACTORY	Labr/657(Law)/M W/2W/32/13 dated 29.12.2016	Unskilled: Helper, Cleaner, Sweeper, Security Guard	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Cup-filling Worker, Candy Pouching Worker	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Operator, Machine Operator	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
18	INFORMATION TECHNOLOGY INDUSTRY	Labr/658(Law)/M W/2W/32/13 dated 29.12.2016	Unskilled	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363

19	JEWELLERY MANUFACTURING INDUSTRY	Labr/659/ (Law)-MW/2W-32/13 Dated 29.12.2016	Unskilled	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
20	LAUNDRIES, LAUNDRY SERVICES, CLEANING & DYEING PLANTS & SHOPS	Labr/660/ (Law)MW/2W-32/13 Dated 29.12.2016	Unskilled	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
21	LEATHER GOODS MANUFACTORY	Labr/661/ (Law)-MW/2W-32/13 Dated 29.12.2016	Unskilled: Peon, Cleaner, Sweeper, Security man, Checking Man, Packing Man, Production Worker	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Helper of Karigar, Stitcher, Switcher, Laturer	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Karigar, Flooring Lineman, Store-in-Charge	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Designer, Lead Karigar	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
22	LOADING AND UNLOADING OPERATIONS	Labr/662/ (Law)MW/2W-32/13 Dated 29.12.2016	Unskilled	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
23	MALLS, MULTIPLEXES, DEPARTMENTAL STORES AND MEGA STORES	Labr/663/ (Law)-MW/2W-32/13 Dated 29.12.2016	Unskilled: Peon, Cleaner, Sweeper, Security Guard, House Keeping Staff, Washer Man	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Counter Sales Personnel, Assistant Store Keeper, Launder, Junior/ Assistant Clerk	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Engineering Assistant/Supervisor, Clerk, Office Assistant, Accountant, Cashier	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Office Supervisor / Administrator, Senior Clerk, Checker, Production Manager	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
24	MANUFACTURE OF RUBBER PRODUCTS	Labr/628/LC-MW Dated. 20/12/2019	Unskilled	Rs. 9953	Rs. 383	Rs. 9443	Rs. 363
			Semi Skilled / Durwan	Rs. 10948	Rs. 421	Rs. 10387	Rs. 400
			Skilled / Clerk	Rs. 12044	Rs.463	Rs. 11425	Rs. 439
25	NON-BANKING PRIVATE FINANCIAL INSTITUTIONS	Labr/652/ (Law)-MW/2W-32/13 Dated 29.12.2016	Unskilled: Office Boy, Peon, Cleaner, Sweeper, Security Guard.	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Duftry.	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Clerk, Executive OIC, Junior Executive, Accountant, Computer Operator.	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Manager, Senior Executive	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484

26	PRIVATE HOSPITALS & RESEARCH CENTRES NOT CARRIED ON BY GOVT. OR LOCAL AUTHORITIES	Labr/664/ (Law)-MW/2W-32/13 Dated 29.12.2016	Unskilled: Helper, Cleaner, Ward Boy, Ward Assistant, Ayah, Attendant, Durwan, Peon, Security Guard, House Keeping Assistant, Office Bearer, Canteen Boy, Sweeper	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Lab Assistant, Blood Collector, Male Nursing Attendant, Male Medical Assistant, Trained Ayah, Receptionist, Assistant Cook, Typist, Plumber, MGPS	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Nurse, O.T. Assistant, Technician, X-Ray Technician, C.T. Scan Technician, MRI Technician, Laboratory Technician, Dental Technician, Medical Record Keeper, Supervisor, Clerk, Cashier, Accountant, Cook, Pharmacist	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Senior Nurse, Pathologist, Matron, Dietician, Biochemist, Radiologist, Administrative Executive, Sales and Marketing Executive	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
27	REFRACTORY INDUSTRY	Labr/629/LC-MW Dated. 20/12/2019	Unskilled: General Mazdoor/Coolie/Kamin, Loader, Unloader, Porter, Assistant Gardener, Tarman, Stegman, Canteen Boy, Car cleaner, Peon, Durwan, Security Guard	Rs. 9953	Rs. 383	Rs. 9443	Rs. 363
			Semi-skilled: Crusher Mazdoor, Line Mazdoor, Grinder, Trolley man, Stamper, Checker, Setter, Semi-skilled Mason, Boiler man, Carpenter, Mixing Attendant, Pump Khalashi	Rs. 10948	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Turner, Fitter, Electrician, Moulder, Fireman, Lathe man, Pipe-plant Polisher, Kiln Setter, Tindal Press Operator, Mixing man-cum-Operator, Welder, Gas Cutter, Blacksmith, Pattern Maker, Mill Attendant, Poker man, Junior Clerk, Typist, Compounder, Nurse, Driver, Stock Keeper, Laboratory Assistant	Rs. 12044	Rs.463	Rs. 11425	Rs. 439
			Highly Skilled: Head Mason, Head Carpenter, Head Fitter, Tindal, Shift Moulder, Head Welder, Head Turner, Moulder Supervisor, Mechanical Fitter, Senior Clerk, Head Clerk, Accountant, Supervisor, Security Officer, Foreman, Chemist	Rs. 13248	Rs. 510	Rs. 12570	Rs. 483

28	ROLLING OF IRON RODS, PLATES, ANGLES ETC. & ROLLING MILLS	Labr/665 / (Law)-MW/2W-32/13 Dated 29.12.2016	Unskilled	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
29	SALOONS AND BEAUTY PARLOUR	Labr/666/ (Law)-MW/2W-32/13 Dated 29.12.2016	Unskilled: Helper, Cleaner, Sweeper, Assistant, House-keeping Staff, Security Guard	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Front Office Employee.	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Hair Cutter, Hair Stylist, Skin Specialist, Therapist, Beautician.	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Hair Dresser, Spa Specialist, Dietician	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484
30	SECURITY SERVICES	Labr/630/LC-MW Dated 20/12/2019	Unskilled: Security Guard, Watchman, Durwan	Rs. 9953	Rs. 383	Rs. 9443	Rs. 363
			Semi-skilled: Ex-Service man Security Guard, Unskilled Supervisor	Rs. 10948	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Field Supervisor, Ex-Service man Field Supervisor, Marketing Personnel, Guard with Fire Arms, Gunman, Marketing Personnel, Clerk, Accountant, Cashier	Rs. 12044	Rs.463	Rs. 11425	Rs. 439
31	WOOD WORKS AND FURNITURE INDUSTRY	Labr/668/ (Law)-MW/2W-32/13 Dated 29.12.2016	Unskilled: Peon, Cleaner, Sweeper, Bearer, Van Puller.	Rs. 9956	Rs. 383	Rs. 9445	Rs. 363
			Semi-skilled: Assistant Carpenter, Assistant Fitter, Assistant Mistry.	Rs. 10952	Rs. 421	Rs. 10387	Rs. 400
			Skilled: Carpenter, Fitting Mistry, Varnishing and Polishing Mistry.	Rs. 12048	Rs.463	Rs. 11427	Rs. 440
			Highly Skilled: Designer	Rs. 13252	Rs. 510	Rs. 12572	Rs. 484

(2) Implementing Areas:

Zone A: Areas under Municipal Corporations, Municipalities, Notified Areas, Development Authorities, Thermal Power Plant areas including Township Areas.

Zone B: Rest of West Bengal.

- (3) To arrive at daily rate, monthly rate shall have to be divided by 26 (to be rounded off to the nearest rupee) and to arrive at weekly rate, daily rate shall have to be multiplied by 6;
- (4) A normal working day shall consist of eight hours of actual work and not less than half hour of recess, subject to 48 hours of actual work in a week;

- (5) One day in any period of seven days as may suit the local convenience shall be the day of weekly rest. The minimum rates of wages include the wages for weekly day of rest. Payment for the work done on the day of weekly rest and for work done beyond the normal working hours shall be double the ordinary rates of wages;
- (6) Where the existing rates of wages of any employee based on contractor or agreement or otherwise are higher than the rates notified herein, the higher rates shall be protected;
- (7) The minimum rates of wages are applicable to the employees employed by contractors also;
- (8) The minimum rates of wages for disabled persons shall be same as payable to the workers of appropriate category;
- (9) The men and women employees shall get the same rates of wages for the same work or work of similar nature;
- (10) The minimum rates of wages and variable dearness allowance, if any, both together shall constitute the minimum rates of wages to be enforceable under the Minimum Wages Act, 1948 (11 of 1948).

This is issued with due approval of the Labour Commissioner, West Bengal.


(P S Chakraborty)

Senior Additional Labour Commissioner,
West Bengal

**ANDAMAN AND NICOBAR ADMINISTRATION
OFFICE OF THE LABOUR COMMISSIONER**

F. No. A-196/1/2022-Lab.Ins-I-LAB_AN

Port Blair, Date the 12th July 2024

ORDER No. 300

Whereas, in the exercise of powers conferred under Section 5 of the Minimum Wages Act, 1948 read with Notification No. LP 24(1) dated the 16th March, 1949 of the Ministry of Labour, GoI, the Lt. Governor (Administrator), Andaman & Nicobar Islands had last revised minimum wages per day in the Six Schedules of Employment covered under Minimum Wages Act, 1948 in the Union Territory of A&N Islands vide Notification No. 133/2023/F, dated 27.12.2023.

And whereas, the rates are required to be revised on Six-Monthly Basis in pursuance of the above said Notification.

Now, therefore, the Lt. Governor (Administrator), A&N Islands declares the following Minimum Rates of Wages **w.e.f. 01.07.2024** across Six Schedules of Employments, in addition to Govt. Departments/ Offices/ Industrial Establishments taking into account the Average All India Consumer Price Index from the period October, 2023 to March, 2024.

Category of Employees	Minimum Wage per Day
Unskilled	633.00
Semi-Skilled/Unskilled Supervisory	714.00
Skilled/Clerical	837.00
Highly Skilled	920.00

The other terms and conditions as mentioned in the Notification No. 133/2023/F, dated 27.12.2023 shall remain unchanged.

By order and in the name of Lieutenant Governor
A & N Islands


Additional Secretary (Labour)/Labour Commissioner

Copy to:

1. Secretary to Govt. of India, Ministry of Labour, Shram Shakti Bhawan, Rafi Marg, New Delhi.
2. All Head of Departments/Offices under the A & N Administration.
3. All members of the Advisory Committee.
4. All Central Govt. Departments/Offices in A & N Islands.
5. All PRI Members/Local Bodies.
6. The PS to Hon'ble Lt. Governor, A & N Islands, Raj Niwas, Port Blair.
7. All PS to Secretaries.
8. The SIO, NIC, Port Blair for information and uploading the same on www.andaman.gov.in as well as <https://labour.and.nic.in/>
9. SOVTECH, Port Blair for uploading on the portal.
10. The Assistant Secretary (Labour), A & N Administration, Secretariat, Port Blair. (05 Copies)
11. Office of the Assistant Labour Commissioner, Rangat & Hutbay.
12. All Sections in the Secretariat, A & N Administration.
13. Spare copies- 50.

By order and in the name of Lieutenant Governor
A & N Islands


Additional Secretary (Labour)/Labour Commissioner

ਦਫਤਰ ਕਿਰਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ,

ਕਿਰਤ ਭਵਨ, ਮਾਡਲ ਵੈਲਫੇਅਰ ਸੈਂਟਰ, ਫੇਜ਼-10, ਐਸ.ਏ.ਐਸ. ਨਗਰ (ਮੁਹਾਲੀ)

(ਅੰਕੜਾ ਸਾਖਾ)

ਨੰਬਰ/ਸਟ/ 10607

ਮਿਤੀ : 18/09/24

ਮਿਤੀ 01.03.2024 ਤੋਂ ਪੰਜਾਬ ਰਾਜ ਵਿੱਚ ਘੱਟੋ-ਘੱਟ ਉਜਰਤਾਂ ਦੀਆਂ ਦਰਾਂ ਦੀ ਵਿਵਸਥਾ।

ਅਣ-ਸਿੱਖਿਅਤ ਕਾਰਮਿਸ਼ਾਂ ਅਤੇ ਕਾਰਮਿਸ਼ਾਂ ਦੀਆਂ ਹੋਰ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਅਧਿਸੂਚਨਾ ਨੰ: S.O.22/C.A.11/1948/SS.3 and 5/2015 ਮਿਤੀ 26.05.2015 ਰਾਹੀਂ ਅਨੁਸੂਚਿਤ ਰੋਜਗਾਰਾਂ ਦੇ ਸਬੰਧ ਵਿੱਚ ਘੱਟੋ-ਘੱਟ ਉਜਰਤਾਂ ਦੀਆਂ ਦਰਾਂ ਨੂੰ ਲੇਬਰ ਬਿਊਰੋ, ਭਾਰਤ ਸਰਕਾਰ ਦੁਆਰਾ ਸੰਕਲਿਤ (ਸੈਂਟਰਲ ਸੀਰੀਜ਼ 2001=100) ਉਪਭੋਗਤਾ ਮੁੱਲ ਸੂਚਕ ਅੰਕ ਨਾਲ ਜੋੜਿਆ ਗਿਆ ਹੈ। ਉਪਰੋਕਤ ਸਰਕੂਲਰ ਦੇ ਮੱਦੇਨਜ਼ਰ, ਘੱਟੋ-ਘੱਟ ਉਜਰਤਾਂ ਦੀਆਂ ਦਰਾਂ ਅਗਸਤ, 2013 ਮਹੀਨੇ ਤੱਕ ਦੇ ਐਸਤ ਉਪਭੋਗਤਾ ਮੁੱਲ ਸੂਚਕ ਅੰਕ ਦੇ ਅਨੁਸਾਰ ਤੈਅ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ। ਮਹੀਨਾ ਅਗਸਤ, 2013 (ਬੇਸ ਇੰਡੈਕਸ) ਨੂੰ ਖਤਮ ਹੋਣ ਵਾਲੇ ਛੇ ਮਹੀਨਿਆਂ ਦਾ ਐਸਤ ਉਪਭੋਗਤਾ ਮੁੱਲ ਸੂਚਕ ਅੰਕ 227 ਹੈ। ਹੁਣ, ਉਦਯੋਗਿਕ ਕਾਰਮਿਸ਼ਾਂ ਲਈ ਉਪਭੋਗਤਾ ਮੁੱਲ ਸੂਚਕ ਅੰਕ ਦੀ ਵਿੱਥ ਨਵੀਂ ਸੀਰੀਜ਼ (ਕੰਨਿਊਮਰ ਪ੍ਰਾਈਸ ਇੰਡੈਕਸ-ਇੰਡਸਟਰੀਅਲ ਵਰਕਰਜ਼) (ਬੇਸ 2016=100) ਲੇਬਰ ਬਿਊਰੋ ਦੁਆਰਾ ਪੱਤਰ ਨੰਬਰ 114/1/2013-CPI ਮਿਤੀ 3.11.2020 ਦੁਆਰਾ ਅਪਣਾਈ ਗਈ ਹੈ।

ਨਵੀਂ ਸੀਰੀਜ਼ ਕੰਨਿਊਮਰ ਪ੍ਰਾਈਜ਼ ਇੰਡੈਕਸ ਫਾਰ ਇੰਡਸਟਰੀਅਲ ਵਰਕਰਜ਼ (ਬੇਸ 2016=100) ਨੂੰ ਕੰਨਿਊਮਰ ਪ੍ਰਾਈਜ਼ ਇੰਡੈਕਸ ਫਾਰ ਇੰਡਸਟਰੀਅਲ ਵਰਕਰਜ਼ ਦੀ ਪੁਰਾਣੀ ਸੀਰੀਜ਼ (ਬੇਸ 2001=100) ਨਾਲ ਜੋੜਨ ਤੋਂ ਬਾਅਦ ਸਤੰਬਰ, 2023 ਤੋਂ ਫਰਵਰੀ, 2024 ਤੱਕ ਛੇ ਮਹੀਨਿਆਂ ਲਈ ਐਸਤ ਉਪਭੋਗਤਾ ਮੁੱਲ ਸੂਚਕ ਅੰਕ 396.03 ਹੈ। ਇਸ ਤਰ੍ਹਾਂ ਮਿਤੀ 01.03.2024 ਤੋਂ ਅਣ-ਸਿੱਖਿਅਤ ਕਾਰਮਿਸ਼ਾਂ ਲਈ ਘੱਟੋ-ਘੱਟ ਉਜਰਤਾਂ ਦੀਆਂ ਦਰਾਂ 10899.82/- ਰੁਪਏ ਇਹਨਾਂ ਰੋਜਗਾਰਾਂ ਵਿੱਚ ਘੱਟੋ-ਘੱਟ ਉਜਰਤਾਂ ਦੀਆਂ ਦਰਾਂ ਦਾ ਵੇਰਵਾ ਹੇਠ ਦਿੱਤੀ ਸਾਰਣੀ ਵਿੱਚ ਦਿੱਤਾ ਗਿਆ ਹੈ:-

ਸਾਰਣੀ ਨੰਬਰ 1

ਲੜੀ ਨੰ:	ਸ਼੍ਰੇਣੀਆਂ	1.9.2013 ਤੋਂ ਲਾਗੂ ਮਾਸਿਕ/ਰੋਜਾਨਾ/ ਪ੍ਰਤੀ ਘੰਟਾ (ਰੁਪਿਆਂ ਵਿੱਚ)	1.3.2023 ਤੋਂ ਲਾਗੂ ਮਾਸਿਕ/ਰੋਜਾਨਾ/ ਪ੍ਰਤੀ ਘੰਟਾ (ਰੁਪਿਆਂ ਵਿੱਚ)	1.9.2023 ਤੋਂ ਲਾਗੂ ਮਾਸਿਕ/ਰੋਜਾਨਾ/ ਪ੍ਰਤੀ ਘੰਟਾ (ਰੁਪਿਆਂ ਵਿੱਚ)	1.3.2024 ਤੋਂ ਲਾਗੂ ਮਾਸਿਕ/ਰੋਜਾਨਾ/ ਪ੍ਰਤੀ ਘੰਟਾ (ਰੁਪਿਆਂ ਵਿੱਚ)
1.	ਅਣ-ਸਿੱਖਿਅਤ (Un-skilled)	6247.75 240.64 30.08	10353.77 398.22 49.77	10736.75 412.95 51.61	10899.82 419.22 52.40
2.	ਅਰਧ-ਸਿੱਖਿਅਤ (Semi-skilled)	7027.75 270.64 33.88	11133.77 428.22 53.52	11516.75 442.95 55.36	11679.82 499.22 56.15
3.	ਸਿੱਖਿਅਤ (Skilled)	7924.75 305.14 38.18	12030.77 462.72 57.84	12413.75 477.45 59.68	12576.82 483.72 60.46
4.	ਉੱਚ-ਸਿੱਖਿਅਤ (Highly skilled)	8956.75 344.84 43.18	13062.77 502.41 62.80	13445.75 517.14 64.64	13608.82 523.41 65.42

ਸਾਰਣੀ ਨੰ: 2

ਸਟਾਫ਼ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਤੋਂ ਡੀ ਈਆਂ ਅੱਟੇ-ਘੱਟ ਉਜਰਤਾਂ ਹੇਠਾਂ ਅਨੁਸਾਰ ਟਿੱਡੀਆਂ ਗਈਆਂ ਹਨ, ਜੋ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ, ਸਥਾਨਕ ਅਥਾਰਟੀ ਅਤੇ ਸਰਕਾਰ ਦੇ ਨਿਯੰਤਰਣ ਅਧੀਨ ਬੇਰਤਾਂ, ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਜਾਂ ਕਿਸੇ ਵੀ ਏਜੰਸੀ (ਜਿਸ ਵੀ ਨਾਮ ਨਾਲ ਇਸ ਨੂੰ ਜਾਣਿਆ ਜਾਂਦਾ ਹੈ) ਦੇ ਅਧੀਨ ਅਨੁਸੂਚਿਤ ਚੇਜ਼ਗਾਰਾਂ ਦੇ ਵਿੱਚ ਆਉਣਸੇਰਸਿੰਗ ਰਾਹੀਂ, ਕੈਜੂਅਲੀ ਜਾਂ ਡੇਲੀ ਵੇਜਿਜ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ ਸਟਾਫ਼ ਤੇ ਲਾਗੂ ਹੋਣਗੀਆਂ।

ਲੜੀ ਨੰ:	ਸ਼੍ਰੇਣੀਆਂ	1.9.2013 ਤੋਂ ਲਾਗੂ ਮਾਸਿਕ/ਚੇਜ਼ਨਾ/ ਪ੍ਰਤੀ ਘੰਟਾ (ਰੁਪਿਆਂ ਵਿੱਚ)	1.3.2023 ਤੋਂ ਲਾਗੂ ਮਾਸਿਕ/ਚੇਜ਼ਨਾ/ ਪ੍ਰਤੀ ਘੰਟਾ (ਰੁਪਿਆਂ ਵਿੱਚ)	1.9.2023 ਤੋਂ ਲਾਗੂ ਮਾਸਿਕ/ਚੇਜ਼ਨਾ/ ਪ੍ਰਤੀ ਘੰਟਾ (ਰੁਪਿਆਂ ਵਿੱਚ)	1.3.2024 ਤੋਂ ਲਾਗੂ ਮਾਸਿਕ/ਚੇਜ਼ਨਾ/ ਪ੍ਰਤੀ ਘੰਟਾ (ਰੁਪਿਆਂ ਵਿੱਚ)
5.	ਸਟਾਫ਼ ਕੈਟਾਗਰੀ-ਏ) (Staff Category -A)	11417.75 439.54 54.98	15523.77 597.06 74.63	15906.75 611.79 76.47	16069.82 618.07 77.25
6.	ਸਟਾਫ਼ ਕੈਟਾਗਰੀ-ਬੀ) (Staff Category -B)	9747.75 375.34 46.98	13853.77 532.83 66.60	14236.75 547.56 68.44	14399.82 553.83 69.22
7.	ਸਟਾਫ਼ ਕੈਟਾਗਰੀ-ਸੀ) (Staff Category-C)	8247.75 317.63 39.78	12353.77 475.14 59.39	12736.75 489.87 61.23	12899.82 496.14 62.01
8.	ਸਟਾਫ਼ ਕੈਟਾਗਰੀ-ਡੀ) (Staff Category-D)	7047.75 271.44 33.98	11153.77 428.99 53.62	11536.75 443.72 55.46	11699.82 449.99 56.24

ਸਾਰਣੀ ਨੰਬਰ 3

ਖੇਤੀਬਾੜੀ ਰੋਜਗਾਰ ਵਿੱਚ ਅਟੈਚਡ ਲੇਬਰ ਦੀਆਂ ਉਜਰਤਾਂ (ਅਣ ਸਿੱਖਿਅਤ ਕਾਮੇ)
(ਸਲਾਨਾ ਖਾਣੇ ਸਮੇਤ ਜਾਂ ਬਰਾਬਰ ਦੇ ਅਨਾਜ ਦੇ ਸਮੇਤ)
(ਮਿਤੀ 15.11.2012 ਦੀ ਅਧਿਸੂਚਨਾ ਅਨੁਸਾਰ)

ਲੜੀ ਨੰ:	ਮਿਤੀ	ਉਜਰਤਾਂ ਸਲਾਨਾ (ਰੁਪਿਆਂ ਵਿੱਚ)
1	01.09.2013	46232.30
2	01.03.2023	70871.42
3	01.09.2023	73169.30
4	01.03.2024	74147.72

ਸਾਰਣੀ ਨੰਬਰ 4

ਹੋਰ ਖੇਤੀਬਾੜੀ ਮਜ਼ਦੂਰੀ ਰੋਜਾਨਾ ਅਧਾਰ ਤੇ (ਰੁਪਿਆਂ ਵਿੱਚ)

ਲੜੀ ਨੰ:	ਮਿਤੀ	ਖਾਣੇ ਸਮੇਤ (ਰੁਪਿਆਂ ਵਿੱਚ)	ਬਗੈਰ ਖਾਣੇ (ਰੁਪਿਆਂ ਵਿੱਚ)
1	01.09.2013	225.44	250.64
2	01.03.2023	373.59	415.36
3	01.09.2023	387.41	430.72
4	01.03.2024	393.30	437.26

ਸਾਰਣੀ ਨੰਬਰ 5
ਭੱਠੇ (ਪੀਸ ਰੇਟ) ਪ੍ਰਤੀ 1000 ਇੰਚਾਂ ਜਾਂ ਟਾਇਲਾਂ (ਗੁਪਿਆਂ ਵਿੱਚ)

ਲੜੀ ਨੰ:	1.9.2013	1.3.2023	1.9.2023	1.3.2024
1. ਪਬੇਰਾ ਜਮਾਂਦਾਰੀ ਕਮਿਸ਼ਨ ਸਮੇਤ ਇੰਚਾਂ	515.02	853.49	885.06	898.50
ਟਾਈਲਾਂ	573.12	949.77	984.90	999.86
2. ਪਬੇਰਾ ਜਮਾਂਦਾਰੀ ਕਮਿਸ਼ਨ ਬਿਨਾਂ ਇੰਚਾਂ	484.92	803.60	833.33	845.99
ਟਾਈਲਾਂ	545.72	904.36	937.81	952.06
3. ਭਰਾਈ ਵਾਲਾ ਖੇਤਾ, ਖੱਚਰ, ਰੇੜੀ, ਠੇਲਾ (ਪਸ਼ੂ ਸ਼ਕਤੀ ਨਾਲ)	191.36	317.12	328.85	333.84
ਟੈਂਪੂ, ਮੋਟਰ ਗੱਡੀ (ਮਕੈਨੀਕਲ ਪਾਵਰ ਨਾਲ)	166.46	275.85	286.06	290.40
ਟਰੱਕ ਜਾਂ ਟਰਾਲੀ ਵਿੱਚ ਲਦਾਈ ਅਤੇ ਉਤਰਾਈ (ਪਕੀ ਇੰਚ)	142.06	235.42	244.13	247.83
4. ਚਿਨਾਈ ਵਾਲਾ	38.46	63.73	66.09	67.09
5. ਕੋਰੀ ਵਾਲਾ	32.36	53.62	55.61	56.45
6. ਨਿਕਾਸੀ ਵਾਲਾ	122.69	203.32	210.84	214.04
7. ਮਿਸਤਰੀ	95.39	158.08	163.92	166.41

ਨੋਟ 1. ਕਮਿਸ਼ਨਾਂ ਦੀਆਂ ਸਮੂਹ ਸ਼੍ਰੇਣੀਆਂ ਦੀਆਂ ਉਜਰਤਾਂ ਵਿੱਚ ਅਣਮਿੱਥਿਆਤ ਕਾਮੇ ਦੀਆਂ ਉਜਰਤਾਂ ਦੀ ਤਰ੍ਹਾਂ ਹੀ ਵਾਧਾ ਕੀਤਾ ਜਾਵੇ।

ਕਿਰਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ।



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023
Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023
Website: www.epfindia.gov.in, www.epfindia.nic.in



No: WSU/2022/(E-54018)/

Dated: 31/July/2024

To

All ACC (HQ) Zones
All ACC Zonal offices
All Regional PF Commissioners
Office in Charge of the Regions

Sub: Standard Operating Procedure (SOP) for Joint Declaration for Member Profile Updation version 3.0 in EPFO- reg.

Madam/Sir,

In supersession of earlier SOP, the Competent Authority has approved the SOP version 3.0 for Joint Declaration for Member Profile Updation.

2. In all cases of Joint Declaration requests, the Field Offices should do a stronger due diligence so that, cases of impersonation/ identity theft or otherwise do not occur.

(This issues with the approval of CPFC)

Encl: As Above

[Signature] 31/07/2024

Raman Dhanasekar
RPFC-I (WSU)

Copy to:

1. OSD to CPFC, FA and CAO, CVO, Director PDUNASS for information please.
2. All ACC (HQ)s Head Office, All(ACC)s Head Office, All RPFC's Head office for information please.
3. IS division for suitably modifying the functionality according to the SOP Version 3.0.

SOP Number : JD/2024/1

SOP version : Version 3.0

SOP Title : Member Profile Correction/Updation process for parameters namely (1) Name, (2) Gender, (3) Date of Birth, (4) Father Name, (5) Mother Name, (6) Spouse Name, (7) Marital Status, (8) Date of Joining, (9) Reason of Leaving, (10) Date of Leaving, (11) Nationality, (12) Aadhaar Number.

	NAME	TITLE	SIGN	DATE
Author	Shri Raman Dhanasekar, Shri Sushant Kandwal	RPFC-I		
Reviewer	Shri MSKVV Satyanarayana, Shri Sanjay Pandey	ACC FA & CAO		
Authorizer	Smt. Neelam Shami Rao	CPFC		

Effective Date:	Date of issue
Review Date:	After 6 months

READ BY			
NAME	TITLE	SIGNATURE	DATE

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1. PURPOSE

- 1.1 The purpose of this document is to delineate the procedure of receipt of Joint Declarations for the updation/insertion/correction in UAN profiles by the members and employer and the method of corrections to be followed by the Field Offices.

2. INTRODUCTION

- 2.1 The process of Joint Declaration for the correction in UAN profiles by the members is being undertaken as per various circulars, lineated in Para 11 of this document. These had certain limitations and needed to be revisited. The member data in EPFO's database may be, in some cases, incomplete or has mismatches on account of the long legacy of the paper process as well as the change of establishments by the members. Subsequent to the introduction of UAN on 01.10.2014, it has become easier and simpler to minimize both incompleteness and mismatches.
- 2.2 As the automated system is getting mature, the member data has started to throw a number of anomalies in profiles leading to rejections/failures/frauds. As a result, genuine members have to go through a long channel for corrections. The claims settlement also faces certain difficulties across all offices due to various reason related to data mismatch in parameters, namely, (1) Name, (2) Gender, (3) Date of Birth, (4) Father Name, (5) Mother Name, (6) Spouse Name, (7) Marital Status, (8) Date of Joining, (9) Reason of Leaving, (10) Date of Leaving, (11) Nationality, (12) Aadhaar Number.
- 2.3 Further, on account of better vigilance and minimization of fraud, the necessary process for maintaining member profiles' veracity and authenticity becomes increasingly important. It is also observed that unregulated and non-standardization of processes has led to tinkering with member identities in certain cases leading to impersonation and fraud. In this regard, RBI and Banking guidelines should also be utilized by EPFO to further improve the robustness of its member KYC processes.
- 2.4 Thus, to maintain the correct profile of the member, reduce rejection of the joint declaration, and minimize fraud owing to UAN identity change, the Standard Operating Procedure (SOP) for the Joint Declaration – Member profile correction has been framed. Hereinafter, it will be referred to as SOP-Joint Declaration.
- 2.5 This SOP document is expected to evolve further with time into a properly automated and regulated IT tool-enabled system.

3. SCOPE

- 3.1 There has been no standard process defined for joint declaration handling. However, significantly, this finds a mention in circulars relating to correction

in date of birth and member profile correction. No timelines have been prescribed for completing the process of Joint Declaration (JD) when members file it for correction/ addition to the member profiles.

- 3.2 The present SOP defines the process of filing of JD application by the member, approval of JD by the Employer, its receipt in the Regional Office and its approval or rejection by the competent authority in a time-bound manner. It also prescribes the list of documents to be enclosed for changes in various parameters where the members prefer a change/addition through JD. The timeline for completion of the Joint Declaration request has also been fixed.
- 3.3 A flow chart for a complete process to be followed has been provided in Annexure-3.
- 3.4 The online tracking of JD is also proposed so that the member can know the status of his JD application easily.

4. DEFINITIONS

- 4.1 In this SOP, unless the context otherwise requires–
- 4.2 **Joint declaration:** Joint Declaration is a joint request of Employees duly authenticated by the Employer for the modification/addition of the members' basic profile parameters. The changes preferred through Joint declaration are required to be supported with requisite documents, a list of which is mentioned in this SOP.
- 4.3 **Initiator:** For the purpose of this SOP, the initiator shall be the DA/SSA/SSSA assigned by the OIC of FO, who shall be initiating all such member modification requests on the IT Interface. The initiator shall examine the JD and the supporting documents submitted and submit the same with his comments to the verifier.
- 4.4 **Verifier:** For the purpose of this SOP, the verifier shall be either SS or AO, who shall cross-check the member modification requests along with the supporting documents as mentioned in Annexure-I. The verifier shall process the documents as forwarded by the initiator and submit them with his recommendations to the approver.
- 4.5 **Approver:** For the purpose of this SOP, the approver shall be RPFC- I/RPFC-II/APFC/AO/SS as per Table 3 below. The approver shall be the competent authority to approve the member modification request after verifying all the supporting documents as mentioned in Annexure-I.
- 4.6 **Parameter:** The 12 Parameters *[edited in SOP version 3.0]* where

changes/updation can be preferred are mentioned in Table 1;

TABLE-1**PARAMETERS WHICH ARE CORRECTED/UPDATED**

Sr. No.	Parameter
1	Member Name
2	Gender
3	Date of Birth
4	Father Name <i>[edited in SOP version 3.0]</i>
5	Mother Name <i>[edited in SOP version 3.0]</i>
6	Spouse Name <i>[edited in SOP version 3.0]</i>
7	Marital Status
8	Date of Joining
9	Reason of Leaving
10	Date of Leaving
11	Nationality
12	Aadhaar Number

- 4.7 **Classification of changes:** For the purpose of assigning tasks to the competent authority, the changes are classified as major and minor changes in the 12 Parameters *[edited in SOP version 3.0]* as in Table 2;

TABLE-2

Sr. No.	Parameter	Type Of Change	Description Of Correction/Change
1	Member Name	Major	1. If the name gets changed phonetically irrespective of no. of alphabets getting changed. 2. In case 3 or more than 3 alphabets get changed. 3. If expanding the name.
		Minor	1. If less than 3 alphabets get changed and the name not changing phonetically. 2. If adding surname in case of female after marriage. 3. If removing salutations like Shri, Dr. Mr. Mrs., Miss etc.
2	Gender	Minor	Male/Female/Transgender <i>[edited in SOP version 3.0]</i>
3	Date of Birth	Major	>3 Years
		Minor	< =3 Years

4	Father Name <i>[edited in SOP version 3.0]</i>	Major	<p>1. If the name gets changed phonetically irrespective of no. of alphabets getting changed.</p> <p>2. In case 3 or more than 3 alphabets get changed.</p> <p>3. If inserting a name for the first time.</p> <p>4. If expanding the name.</p>
		Minor	<p>1. If less than 3 alphabets get changed and the name not changing phonetically.</p> <p>2. If removing only salutations like Shri, Dr., Mr., Mrs., Miss etc.</p>
5	Mother Name <i>[edited in SOP version 3.0]</i>	Major	<p>1. If the name gets changed phonetically irrespective of no. of alphabets getting changed.</p> <p>2. In case 3 or more than 3 alphabets get changed.</p> <p>3. If inserting a name for the first time.</p> <p>4. If expanding the name.</p>
		Minor	<p>1. If less than 3 alphabets get changed and the name not changing phonetically.</p> <p>2. If removing only salutations like Shri, Dr., Mr., Mrs., Miss etc.</p>
6	Spouse Name <i>[edited in SOP version 3.0]</i>	Major	<p>1. If the name gets changed phonetically irrespective of no. of alphabets getting changed.</p> <p>2. In case 3 or more than 3 alphabets get changed.</p> <p>3. If inserting a name for the first time.</p> <p>4. If expanding the name.</p>

		Minor	1. If less than 3 alphabets get changed and the name not changing phonetically. 2. If removing only salutations like Shri, Dr., Mr., Mrs., Miss etc.
7	Marital Status	Major	Change after the death of member
		Minor	All other cases
8	Date of Joining	Major	Change after the death of the member
		Minor	All other cases
9	Reason of Leaving	Major	Change after the death of the member
		Minor	All other cases
10	Date of Leaving	Major	Change after the death of the member
		Minor	All other cases
11	Nationality	Major	Non-SSA to SSA country
		Minor	1. Non-SSA to non-SSA country change 2. SSA to SSA country change 3. SSA to non-SSA country change 4. For updating the nationality as INDIAN for the first time <i>[edited in SOP version 3.0]</i>
12	AADHAAR	Major	All types of changes or updation related to Aadhaar

4.8 **Competent Authority:** The competent authority, with respect to these 12 parameters, to approve minor and major corrections has been specified in the SOP. Table-3 and 4 have a list of all such authorities who are authorized to approve these changes/updates. The competent authority must exercise complete caution, control and exercise and due diligence to satisfy himself/herself before approving a JD request.

4.9 **Documentary Proof:** All minor and major corrections requests will have to be supported by documentary proof as prescribed in Annexure-I.

- a) For Minor Changes, at least two documents are required from the list of documents attached in Annexure-I with relevant parameters of the change.
- b) For Major Changes, at least three documents are required to be provided by the applicant from the list of documents attached in Annexure-I with respect to the relevant parameters in those changes, except in the case of the parameter "Aadhaar", where Aadhaar Card/E-Aadhaar Card linked with active mobile phone, as indicated in Table-I of Annexure-I would be the only sufficient document. *[edited in SOP version 3.0]*

5. ROLES AND RESPONSIBILITIES

- 5.1 Member will be responsible for submitting the JD application from his unified portal login. All the requests will be time-stamped, and IP will be recorded. All uploaded documents will be stored on the server for future reference.
- 5.2 Once the request is submitted then, it will reflect in the employer login. An e-mail to this effect will also be automatically sent to the employers' registered e-mail. Member can only get the data corrected for those member accounts which are generated by his present employer. No employer will have any modification rights for member accounts belonging to other/previous establishments.
- 5.3 Employers will get the member modification request online from the member portal and also be informed through e-mail. Employer will check the veracity of the documents uploaded by the member and then upload the required documents related to the said request, which are available with him as per the list of documents mentioned in Annexure-1 of this SOP.
- 5.4 The competent authorities specified for initiating, verifying, and approving in major and minor corrections are as below: -

TABLE- 3 (Minor Corrections)

Sr. No	Parameter	Approver	Verifier	Initiator
1	Member Name	RPFC-II/APFC	SS	DA
2	Father Name <i>[edited in SOP version 3.0]</i>	RPFC-II/APFC	SS	DA
3	Mother Name <i>[edited in SOP version 3.0]</i>	RPFC-II/APFC	SS	DA
4	Spouse Name <i>[edited in SOP version 3.0]</i>	RPFC-II/APFC	SS	DA
5	Nationality	APFC	SS	DA
6	Date of Birth (<=3 years)	AO	SS	DA
7	Marital Status	SS	N/A	DA
8	Date of Joining	AO	SS	DA
9	Date of Leaving	AO	SS	DA
10	Reason of Leaving	AO	SS	DA
11	Gender	SS	N/A	DA

TABLE-4 (Major Corrections)

Sr. No	Parameter	Approver	Verifier	Initiator
1	Aadhaar	OIC	AO	DA
2	Member Name	OIC	AO	DA
3	Father Name <i>[edited in SOP version 3.0]</i>	OIC	AO	DA

4	Mother Name <i>[edited in SOP version 3.0]</i>	OIC	AO	DA
5	Spouse Name <i>[edited in SOP version 3.0]</i>	OIC	AO	DA
6	Date Of Birth (>3 Years)	RPFC-II/APFC	SS	DA
7	Nationality	RPFC-II/APFC	SS	DA
8	Date Of Joining	RPFC-II/ APFC	SS	DA
9	Date Of Leaving	RPFC-II/ APFC	SS	DA
10	Reason Of Leaving	RPFC-II/ APFC	SS	DA
11	Marital Status	AO	SS	DA

- 5.5 During the course of the JD request processing, if there appears to be a requirement for getting the verification of cases done through EO, then in such cases, the competent authority must record his reasons and directions on the IT interface before forwarding it to the concerned EO. EO will see such cases in his login on the FO interface. EO must upload his findings/report in PDF format on FO Interface, and the same shall land in the login of the approving authority. Facility for the same has been made available in the FO interface login of the EO. Allotment of such cases may be done to ensure equitable distribution of such references among EOs.
- 5.6 The EO report in the scanned format must bear the signature and stamp of the EO.
- 5.7 The concerned Dealing Assistant shall be responsible for initiating JD requests and for checking/verifying the documents. The DA shall ensure that the said request is processed within the stipulated time limit as defined in this SOP.
- 5.8 The concerned authorities mentioned above, RPFC-I, RPFC-II, APFC, AO, and SS, shall be responsible for processing the change/updation request. The said authorities shall recheck the documents submitted along with the request and shall process the same within the stipulated time limit as defined in this SOP. For all cases which have been approved, the concerned authorities shall have complete responsibility and, therefore, should exercise complete due diligence, including the veracity of the documents submitted, before approving any request.
- 5.9 IS Division will provide a digital process, which will land in the employer's login before coming to field offices. It is necessary that the e-sign of the employer or employee authorized by the employer for this purpose through a declaration in this regard is accepted.
- 5.10 A Dashboard of such approved requests will be made available at all levels for periodic evaluation and audit by the approving authorities.
- 5.11 The OIC will do a daily basis review of JD requests received or rejected/approved in the office. The OIC will ensure that such requests are not rejected without valid reasons.

- 5.12 ACC Zone will monitor such requests on a weekly basis and will also sample out cases so that chances of fraud do not arise.
- 5.13 Finance Division in Head Office will monitor the Zone-wise performance in this regard on a fortnightly basis.
- 5.14 The ISD will enable a separate category of grievances related to JD requests on the EPFiGMS portal where members can file their grievances. The concerned OIC will regularly monitor the grievances under this category.

6. SPECIFIC PROCEDURE

- 6.1 The member has to log in to the member portal, wherein a tab for JD will be available. Once he clicks on this joint declaration tab, an OTP will be sent to his UIDAI-linked mobile number. On submitting this OTP, the page with the form of Joint Declaration will open on the screen of the member. The member can then submit the required details with the supporting documents as indicated in Para 4.9 duly attested by him as per Annexure-I. The request, once submitted by the member, shall land in the employer's login and will also be shown on his dashboard. An auto e-mail will be sent to the employer.
- 6.2 The employer shall verify the details with his own records and that Annexed with the request. In case he finds something is lacking/missing, he will return it with his comments to the member and the member will get intimation in his login that his form has been returned. In case the employer finds the JD request proper, the same shall be approved digitally using the e-sign facility. Employers will also have the option to upload additional documents supporting the corrections. Once the Employer submits the JD, it shall reflect in the EPFO IT application DA's login in the concerned field Office.
- 6.3 The JD request will land from the employer's login to EPFO IT Applications DA's login. On opening the required tab, the JD form with the employer's comments will be opened before in DA's window who will initiate the request. The DA shall process the request and see if it is categorized correctly into minor, if not classified properly, then he shall convert it into major. After his initial remarks on the veracity of the documents and the employer's comments, he will send them to the verifier for verification. He will also clearly indicate whether or not this case has any deficiencies in documentation and thus requires returning for correction.
- 6.4 Once the request is in the login of the verifier, he will check the documents again. In case there is a deficiency pointed out by the initiator requiring a return, or he finds a deficiency that requires correction, he may return the case to the employer for correction. In such cases, the message will also be sent to the member. In cases where the verifier is satisfied that the JD request is complete in all respects, he will send it to the approver.
- 6.5 The approver will examine employer, initiator, and verifier remarks and, if satisfied, shall approve the request, and the changes shall be incorporated. In case he is not satisfied, the case will be rejected specifying the grounds of rejection.
- 6.6 In exceptional cases, the approver may refer the case to the EO for

additional information. The approving authority will clearly state the reasons in such cases before sending it to EO.

- 6.7 Requests marked to EO will land in their login. The EO will then submit the requisite report to the Approving Authority.
- 6.8 All the basic changes in the member profile, such as name, father name, mother name, spouse name date of joining, date of birth, gender, nationality, and Aadhaar number, have to be corrected in one go. All such JDs shall be returned to the member to seek corrections in a single JD. When multiple parameters requiring different approving authorities are being changed/ modified through the JD request, it will be considered a Major change and the highest approving authority from the respective authorities shall be the approving authority for such case.
- 6.9 Any online request for JD received from employees for the following special categories of establishment shall be dealt with as under:

Table-5

S.NO	Case	Description
1	The establishment is marked as closed	JD will be received in the form attached in Annexure-II, signed by the member/employee and from any one of the authorities mentioned in para 6.15 of this document. Once received in the office, then the JD will be scanned and uploaded in the FO interface by the office. A registered JD letter and an e-mail will be sent to the authority who has signed the JD to confirm the antecedents of the signing authority on his / her official email and address. On receipt of Authority confirmation from the concerned, the same will be handled online on the FO interface as mentioned above.
2	Where the establishment is not marked as closed	The establishment will be marked as closed based on EO's report, and thereafter, the process mentioned in Sr.no.-1 above will be used to further process the case.
3	Member is dead	JD form will be signed by Nominee as mentioned in Form-2. Thereafter, Dealing Assistant will scan the JD, and it will be further processed in the FO interface as mentioned in Para 6 above, with the option to revert the request to the establishment for any query online. In case there is more than one nominee in Form-2, then the consent of all nominees/family members/Legal heirs will be required for filing the JD request. The rest of the process remains the same.

6.10 In case of the death of a member without an Aadhaar, then the nominee's Aadhaar will be saved in the system, and the nominee may be allowed to sign the JD form. Other processes will remain the same. There may be cases where the deceased member has not filed a nomination during his lifetime. In the absence of a valid nomination, one of the family members/legal heirs of the member may be allowed to attest the JD and submit his/her Aadhaar with the consent of other family members/legal heirs.

6.11 Cases in which

- Members do not have UAN or
- Members have UAN and seeded with Aadhaar, but the Aadhaar details mismatch with the office records, and the UAN is not activated or
- Member's UAN is not linked with Aadhaar;

As the member will not be able to login to the member portal to submit joint declarations, the employers shall have the option to upload the member profile correction request along with the necessary documents. The remaining process shall be governed as mentioned in Para 6.2 to 6.8 of this SOP. (Inserted in the SOP version 2)

6.12 The frequency for which corrections can be made in various parameters is listed in Table 6 below: -

TABLE-6

Sr. No.	Parameter	Number Of Times Changes Allowed
1	Member name	1
2	Gender	1
3	Date of birth	1
4	Father Name <i>[edited in SOP version 3.0]</i>	1
5	Mother Name <i>[edited in SOP version 3.0]</i>	1
6	Spouse Name <i>[edited in SOP version 3.0]</i>	1
7	Marital status	2
8	Date of Joining	1
9	Date of leaving	1
10	Reason of leaving	1
11	Nationality	1
12	Aadhaar number	1

6.13 During the normal course, a member may be allowed to seek changes in upto five (05) parameters out of the above 12, whether submitted through single or multiple JD requests, lest such changes may lead to a complete change in the identity of the individual and may result in fraud. In case the changes are in more than five parameters, the matter will be thoroughly examined by the OIC, and only after duly recording the reasons in the file

such cases should be processed.

- 6.14 The number of changes allowed in various parameters should be strictly as per Table 6. However, in case of any exception, the matter will be thoroughly examined by the OIC, and only after duly recording the reasons in the file such cases should be processed.

- 6.15 Authorities to attest the claims in case of closed establishment.

Updated List: Magistrate, A Gazetted Officer, Post/Sub post master, Member of Parliament, Legislative Assembly, Member of Municipalities and Municipal Corporations, Member of Central Board of Trustees, Regional Committee, Employee's Provident Fund, Manager of the Bank in the Bank Account of the claimant is maintained, Head of any recognized educational institution, Village Panchayat Head or Mukhiya or its equivalent authority (for rural areas), Village Panchayat Secretary or VRO or equivalent (for rural areas), Tehsildar, Any authorized official as may be approved by the Commissioner.

- 6.16 Miscellaneous

- i. Once the changes are approved, the photo of the member as retrieved by EPFO IT interface with UIDAI Aadhaar data shall also be made visible in the member profile on his member portal and also on the IT interface of various authorities as mentioned under Tables 3 and 4 of this document while viewing his/her UAN profile.
- ii. The total number of corrections and the details of corrections carried out in the past shall be visible in the member's KYC details. This should also be available in each login while processing and approving the JD.
- iii. It may also be ensured by the system that the employer should have an active E-sign and should be the person as defined under section 2(e) of EPF and MP Act, 1952
- iv. All SMS and emails should be sent to the mobile no which is linked to UIDAI Aadhaar at every stage of the process.
- v. Every single change in the Joint declaration should be securely kept in Archives with necessary safeguards. The DA should invariably be provided with details of past changes of that particular case, whenever it comes for correction/updation.
- vi. Information Services Division should ensure that OTP-based login is enabled at every stage in field offices.

6.17 IT INTERFACE PROCESS FLOW

Step by step process flow for this functionality is attached as Annexure-III.

7. FORMS AND TEMPLATES TO BE USED

All forms are to be finalized after IT interface is developed for accepting changes for changing 12 parameters.

7.1 Copy of the existing form for JD request is attached as Annexure- II.

8. TIMELINES FOR COMPLETING THE JD

For Employer <i>[edited in SOP version 3.0]</i>	T+7 days from the date of receipt of Request from the member/nominee or legal heir (in case of death of member) T+3 days if received back from PF Office
Minor Request	T+7 days from the date of receipt to FO interface login of the Dealing Assistant
Major Request	T+15 days from the date of receipt to FO interface login of the Dealing Assistant
For cases referred to EO	Additional 3 days' time for each type of request.
Note- If JD gets reverted back to the employer, then the request time will start once it is received back in the login of the concerned official.	

9. MONITORING MECHANISMS

- 9.1 At the Regional Office level, the RPFC-I will be responsible for monitoring the timeline. Further, he will undertake the audit of changes on the basis of data and classify establishments from whom a larger number of applications are flowing. In these establishments, a camp/webinar for awareness should be launched. This data, if made available to all field offices, enables the officials to do an internal audit of the modifications made in their offices. This SOP makes a provision for this data in Excel format from the MIS login. This audit brings out the pattern of establishments which can be used to take key decisions in assigning them to officials based on load and severity analysis.
- 9.2 A detailed MIS dashboard at all levels of IT interface will be developed. Dashboard in the member login to inform the member about the total requests she/he has raised from her/his login. Employer will also have list of all such requests which have been forwarded from his login to the field office.
- 9.3 Employers will also have a dashboard of requests which are pending in his login beyond 7 days. SMS will also be sent to such employers to prompt

them to do the needful in respect of the pending requests so that the employer proactively clears the pendency in their login.

9.4 In the FO-interface login of RPFC-I, all the requests processed by RO will be visible with the option to filter them on various parameters. This report will be used by RPFC-1 to do an audit of the entire office for changes made in RO. The periodic review report of RPFC-1 will be uploaded to FO interface. This report will be preserved FO interface for future reviews/audits. Furthermore, this report will be used to make systemic improvements in the FFO interface based on input from the field offices.

9.5 In addition to the above, at the Field office level, there is a proposed MIS dashboard for all FO-interface logins that are involved in the processing of member modifications. The various parameters which are required to be made part of such a dashboard on the FO interface are mentioned below.

- 1) *MEMBER ID*
- 2) *MEMBER IP, TIMESTAMP*
- 3) *OLD DATA*
- 4) *NEW DATA*
- 5) *ESTABLISHMENT IP, TIMESTAMP*
- 6) *ESTABLISHMENT REMARK*
- 7) *DA NAME*
- 8) *DA IP DETAILS*
- 9) *DA TIMESTAMP*
- 10) *DA REMARK*
- 11) *SS NAME*
- 12) *SS IP DETAILS*
- 13) *SS TIMESTAMP*
- 14) *SS REMARK*
- 15) *RPFC-I/RPFC-II/APFC NAME*
- 16) *RPFC-I/RPFC-II/APFC IP DETAILS*
- 17) *RPFC-I/RPFC-II/APFC TIMESTAMP*
- 18) *RPFC-I/RPFC-II/APFC REMARK*
- 19) *UPLOADED DOCUMENTS*

9.6 At Zonal Office level, a report of the entire zone will be available in the FO interface login of the Zonal ACC. This report will be used to carry out an analysis of the changes made in the zone. This report will also be used for carrying out a periodic review of ROs under the Zone. Detailed reports of such reviews will be uploaded in the FO interface login of the Zonal ACC. This will create a reviewing mechanism for the Head Office based on the report of Zone uploaded on the FO interface. This report will also act as input for bringing out further improvements in the FO interface. All such reports will be preserved for future reference and analysis.

9.7 Similarly, the Finance Division and Concurrent Audit Cell of the Head Office

will have a login in the FO interface wherein all India data related to changes carried out by field offices will be visible along with the review reports of the Zones and Field Offices. At the Head office level, a report of the entire country will be available for audit purposes. This multi-level auditing will keep the entire modification process under check and also provide useful data for investigation of any attempted misappropriations.

10. EXCEPTION HANDLING

- 10.1 Notwithstanding anything contained in this SOP, if the RPFC-I/II posted as the Officer-in-Charge (OIC) of an office is satisfied that the JD request being made is genuine and member/nominee/legal heir (as the case may be) is not able to fulfill all the conditions of this SOP then he/she may, with detailed reasons to be recorded in a separate e-file opened for each office, relax one or more of the conditions laid down in this SOP and approve the change as requested provided that due diligence has been taken to verify the genuineness of the case so as to rule out the possibilities of erroneous/fraudulent payments.

11. INTERNAL AND EXTERNAL REFERENCE**11.1. INTERNAL REFERENCES**

- i. Circular bearing number PENSION-3/8/OR/1/2005/69869 dated 12/12/2006 dated 12-12-2006
- ii. Circular bearing number WSU/9(1)2013/Settlement of Claims/TC/15765 dated 2-12-2013
- iii. Circular bearing number Manual/Amendment/2011/Part/27219 dated 24-3-2014
- iv. Circular bearing number WSU/Inoperative Accounts/2016/10296 dated 6-9-2016
- v. Circular bearing number Non-adherence to the instructions for sanction and disbursement of pension under EPS, 1995 by field offices HO No. Pension-I/Instructions/Guidelines/2016/11900 dated 07-10-2016
- vi. Circular bearing number WSU/10(1)2013/Changes in MAP/21475 dated 16-11-2016
- vii. Circular bearing number Change of date of birth of Employees Pension Fund member HO No. Pension-II/Instructions/Guidelines/2016-17/33314 dated 10-03-2017
- viii. Circular bearing number HO No. Pension-I/Instructions/Guidelines/2017/8351 dated 07-08-2017
- ix. Circular bearing number Change in Date of Birth of Employees' Pension Fund Members HO No. Pension-I/Instructions/Guidelines/2017/11518 dated 04-09-2017
- x. Circular bearing number WSU/10(1)2013/Changes in MAP/3949 dated 01-11-2017
- xi. Circular bearing number NDC/2017/UAN/Pt./2741 dated 21-11-2017
- xii. Circular bearing number Pension-I/Instructions/Guidelines/2017/20225 dated 12.12.2017
- xiii. Circular bearing number WSU//37(1)2019/DOB dated 3-4-2020

- xiv. Circular bearing number WSU/KYC/Correction Process (E-15189)/2874 dated 12-2-2021

11.2 EXTERNAL REFERENCES

Below mentioned departments have been studied for the process they follow to make corrections in data with them to make recommendations for the present SOP.

- i. UIDAI
- ii. RBI
- iii. ESIC
- iv. SBI
- v. PAN
- vi. Passport Issuing Authority
- vii. Municipal Corporation of Gurugram (MCG)

12. CHANGE HISTORY

- 12.1 This is the 3rd version of the SOP.
- 12.2 2nd version of the SOP issued vide circular no: WSU/2022/Rationalisation of Work Areas/ Joint Declaration/256 dated 26.03.2024.
- 12.3 Earlier version- issued vide circular no: WSU/2022/Rationalisation of Various Work Areas/ Joint Declaration/3638 dated 23.08.2023.

ANNEXURE-I

LIST OF ACCEPTABLE DOCUMENTS FOR GETTING CORRECTED / UPDATING THE PARAMETERS AS MENTIONED ABOVE. FOR THE SAKE OF CONVENIENCE, THE SERIAL NUMBER OF PARAMETER IS USED IN THE SAME MANNER AS HAS BEEN USED IN ABOVE CIRCULAR

Table-A (Name and Gender)

1. Name, 2. Gender	
S.NO	Name of Document
1.	Aadhaar (mandatory)
2.	Passport
3.	Death Certificate
4	Birth Certificate
5	Driving Licence
6	Service photo identity card issued by Central Govt./State Govt./ UT Govt./ PSU/ Banks
7	School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate/Mark Sheet issued by board/ University containing name (edited in the SOP version-2)
8	Bank Pass Book having name and Photograph Cross Stamped by bank official
9	PAN Card/ e-PAN
10	Ration / PDS photo Card
11	Voter ID/ e-Voter ID
12	Pensioner Photo Card
13	CGHS/ ECHS/ / Medi-Claim Card with Photo issued by State/ Central Govts./ PSUs/ Rashtriya Swasthya Bima Yojana (RSBY) Card
14	ST/ SC/ OBC certificate with photograph
15	For Full name/First name change requests: PF Member to submit the Gazette notification of new name along with any supporting document of old name with photograph (Even for 1 st instance of the Full name/ first name change)
16	Valid Visa along with Foreign Passport (valid only) issued in case of other Foreign Nationals

17	Freedom Fighter Card having photo
18	Person of Indian Origin (PIO) card or Overseas Citizen of India (OCI) card issued by Government of India
20	Tibetan Refugee Card

Table-B (Date of Birth)

3. Date of Birth	
S.No	Name of Document
1	Birth Certificate issued by the Registrar of Births and Deaths.
2	Marksheet issued by any recognized Government Board or University. School Leaving Certificate (SLC)/ School Transfer Certificate (TC)/ SSC certificate containing Name and Date of Birth
3	Certificate based on the service records of the Central/State Government Organizations.
4	In the absence of proof of date of birth as above, Medical Certificate issued by Civil Surgeon after examining the member medically and supported with an affidavit on oath by the member duly Notarized. (Inserted in the SOP version-2)
5	Passport
6	PAN by IT department
7	Central/ State Pension Payment Order
8	CGHS/ ECHS/ Medi-Claim Card issued by Centre/ State/ UT Govts./ PSU having Photo & Date of Birth
9	Domicile Certificate issued by the Government
10	Ration Card/ PDS Card of the member.

Table-C (Father Name, Mother Name and Spouse Name)

4. Father Name, 5. Mother Name and 6. Spouse Name <i>[edited in SOP version 3.0]</i>	
S.NO	Name of Document
1	Passport of member (edited in the SOP version-2)
2	Ration card/PDS Card of the member (edited in the SOP version-2)
3	CGHS/ECHS/ Medi-Claim Card with photo of member issued by Centre/ State Govts./ PSUs.
4	Pension Card of member (edited in the SOP version-2)
5	Birth Certificate of member issued by Registrar of Birth, Municipal Corporation, other notified Local bodies, Government bodies like Taluk, Tehsil etc.
6	Marriage Certificate of member issued by the Government
7	Photo ID card of member issued by Central/ State Govt. like Bhamashah, Jan-Aadhaar, MGNREGA, ARMY Canteen card etc.
8	Aadhaar Card of member bearing father name/ mother name/ spouse name <i>[edited in SOP version 3.0]</i>
9	PAN card of member (Inserted in the SOP version-2)
10	10 th or 12 th School certificate/marksheet of the member bearing father/mother name (Inserted in the SOP version-2)
11	Driving License of member (Inserted in the SOP version-2)

Table-D (Marital Status)

7. Marital Status	
S.NO	Name of Document
1	Marriage Certificate issued by the government/Local Bodies like Municipality/ Gram Panchayat (edited in the SOP version-2)
2	Aadhaar Card
3	Divorce Decree
4	Passport
5	Affidavit on oath by the member duly Notarized (Inserted in the SOP version-2)
6	Ration Card/PDS Card (Inserted in the SOP version-2)
7	Voter ID Card (Inserted in the SOP version-2)
8	Death Certificate issued by the Registrar of Births and Deaths <i>[edited in SOP version 3.0]</i>
9	Family Member Certificate issued by Employer on letter head <i>[edited in SOP version 3.0]</i>

Table-E (Date of Joining)

7. Date of Joining	
S.No	Name of Document
1	Employee register
2	Attendance register
3	Appointment letter or any other document as establishment maintain under any central or State labour act
4	Letter of establishment on their letter head clearly stating the date of joining and duly signed by Employer or the authorized signatory supported by ECR of the employee during the said period

Table-F (Reason of Leaving)

8. Reason of Leaving	
S.NO	Name of Document
1	Resignation letter
2	Letter from establishment on their letter head clearly stating the reason of leaving supported by ECR of the employee during the said period
3	Termination letter issued to employee
4	Any document as establishment deems fit to establish exit reason of employee duly signed by the Employer or the authorized signatory of the establishment on their letterhead
5	Death Certificate issued by the Registrar of Births and Deaths. <i>[edited in SOP version 3.0]</i>

Table-G (Date of Leaving)

9. Date of Leaving	
S.NO	Name of Document
1	Resignation letter/Termination letter
2	Experience certificate or any other document as establishment maintain under any central or State labour act
3	Wage slip/Salary slip/Full and Final letter
4	Letter of establishment on their letter head clearly stating the Date of Leaving and duly signed by Employer or the authorized signatory

5	Death Certificate issued by the Registrar of Births and Deaths <i>[edited in SOP version 3.0]</i>
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Table-H (Nationality)

10. Nationality	
S.NO	Name of Document
1	Passport
2	Person of Indian Origin (PIO) card issued by Government of India
3	Valid Long Term Visa (LTV) along with Foreign Passport (valid or expired) of origin country issued to minorities communities of Afghanistan, Bangladesh and Pakistan namely Hindus, Sikhs, Buddhists, Jain, Parsis and Christians
4	Valid Visa along with Foreign Passport (valid only) issued in case of Foreign Nationals
5	Tibetan Refugee Card
6	Voter ID/ Elector Photo Identity Card (EPIC) <i>[edited in SOP version 3.0]</i>
7	Nationality Certificate/ Domicile Certificate <i>[edited in SOP version 3.0]</i>
8	Appointment Letter/Offer of Appointment in which Nationality is mentioned <i>[edited in SOP version 3.0]</i>
9	Birth Certificate issued by the Registrar of Births and Deaths (only in case where the Nationality is not available in system and now getting updated as INDIAN for members who had acquired citizenship of India by birth and has domicile in India) <i>[edited in SOP version 3.0]</i>

Table-I (Aadhaar)

11. Aadhaar	
S.NO	Name of Document
1	Aadhaar card/e-Aadhaar card linked with active mobile phone

ANNEXURE-II

(On letter head of the Establishment)

Joint Declaration Form [edited in SOP version 3.0]

I.....having UAN.....PF account.....and Aadhaar is/ was with establishment M/S..... The personal details furnished to EPFO earlier were found to be incorrect/blank, and therefore request for change/Updation in the member profile as follows.

S. No	Details/particulars	Incorrect details	Correct details
1	Aadhaar		
2	Name		
3	DOB		
4	Gender		
5	Father Name		
6	Mother Name		
7	Spouse Name		
8	DOJ		
9	DOL		
10	Reason of leaving		
11	Marital Status		
12	Nationality		

I..... s/o....., authorized signatory of the establishment, have verified the request, document attached and the records of the establishment and certify that the facts mentioned above are correct. I am also enclosing

and (documents of Establishment) in support of the request of the employee mentioned above.

We..... (Employee) and (Authorized Signatory) hereby declare we have not concealed any facts and the above- mentioned facts are correct. We also indemnify that in case of wrong payment/over payment/under payment because of the above furnished information shall be jointly held responsible.

Authorized signatory**Name of the member**

In case of closed/ non-traceable establishment where authorized signatory is not available.

I (mention the authority/post) residing at Certify that(name of PF member) is known to me and I have verified all the documents with originals attached with this request for change.


Name of
the
authority

Seal of
authority

Back side of the page should contain


- (1) Definition of major minor changes
- (2) List of documents to be attached
- (3) Authorities to attest JD in case of closed/non-traceable Establishment


Step 1: Member will login through his UAN/Password on MemberInterface of Unified Portal




EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA


Universal Account Number (UAN)
MEMBER e-SEWA




UAN:
 Password:

 Captcha:


Dear EPF Members !!


Member Passbook service is available at www.epfindia.gov.in [Our Services >> For Employees >> Member Passbook]
 Aadhaar Based Online Claim Submission
 Seeded Aadhaar against activated UAN is mandatory for online claim submission.
 Other frequently used services are available at www.epfindia.gov.in


Benefits of Registration


Download/Print your Updated Passbook anytime.
 Download/ Print your UAN Card.
 Update your KYC information.


NOTE


Members with authenticated Aadhaar and Bank details seeded against their UAN can now submit their EPF Withdrawal/Statement/Transfer claims online.
 One mobile number can be used for one registration only.
 A member can view the passbooks of the EPF accounts.


Important Links

[Activate UAN](#)
[Know your UAN status](#)
[UAN Allotment](#)


EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

[Home](#)
[View](#)
[My Profile](#)
[Account](#)
[Online Services](#)




UAN Card


More Info

CONTACT DETAILS


KYC

MODIFY BASIC DETAILS




Member Profile

UAN	10 [REDACTED]
Name	Mr. N [REDACTED]
Birth Date	1 [REDACTED]
Gender	MALE
Mobile No.	9 [REDACTED]
E-mail	N [REDACTED]
Last Updated	1 [REDACTED]
Password Change Date	1 [REDACTED]


Alert

15 of 24 - Clipboard
Item not Collected: Delete items to increase available space

Problem; at present following discrepancy has been observed;

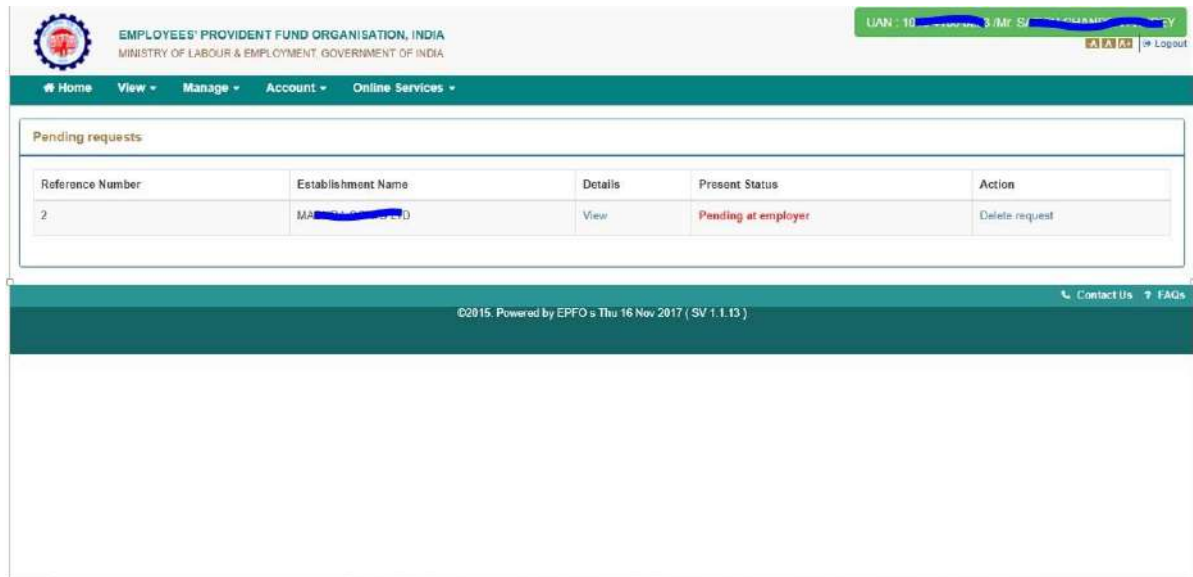
1. In member screen only 4 fields are available for change.
2. Limited upload options.
3. No list of acceptable documents available against each parameter.

Solution; In this screen below fields may be added with upload option with each field with list of acceptable documents. option to provide clarification sought by EPFO RO/SRO with status;

1. Father Name
2. Mother Name
3. Spouse Name
4. Relation
5. Date of Joining
6. Date of Leaving
7. Reason of Exit
8. Marital Status
9. Nationality

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Step 4: On clicking "Update Details" on previous screen, request will be submitted to employer for further approval. Before submission by employer, employee can withdraw the request by pressing "Delete Request"



The screenshot shows the EPFO portal interface. At the top, there is a header with the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". A user is logged in as "LIAN : 10" with a role of "3 (Mr. S)". Below the header is a navigation bar with links: Home, View, Manage, Account, and Online Services. The main content area is titled "Pending requests" and contains a table with the following data:

Reference Number	Establishment Name	Details	Present Status	Action
2	MA [REDACTED] LTD	View	Pending at employer	Delete request

At the bottom of the page, there is a footer with the text "©2015. Powered by EPFO's Thu 16 Nov 2017 (SV 1.1.13)" and links for "Contact Us" and "FAQs".

Step 5: Employer will login to Employer Interface of Unified Portal

Present Problem; In employer screen option to upload documents not there.

Solution; Option to upload documents may be provided on this screen against each modified option.

<https://unifiedportal-emp.epfindia.gov.in/epfo/>



The screenshot shows the EPFO Unified Portal Employer Interface. At the top, there is a header with the Government of India logo, the text "Employees' Provident Fund Organisation, India" and "Ministry of Labour & Employment, Government of India". A technical help number "18001-18005 (Toll Free)" and a timing "9:15 AM to 5:45 PM" are also displayed. Below the header is a navigation bar with links: Home, View, Manage, Account, and Online Services. The main content area is titled "Instructions" and contains a list of instructions for employers. To the right of the instructions is a "Establishment Sign In" section with a login form. Below the login form is a "Welcome Employers!!" section with a link to "Application for Employer Registration". At the bottom of the page, there is a footer with the text "Following frequently used services are available at: www.epfindia.gov.in" and a "What's New" section with a link to "The ECR format has been revised and it will be available without the erstwhile member id. Please use the new format to increase available space".

Step 6: Employer can view the change requests submitted by employees by clicking on "Member>Details Change Request"

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

Welcome: [User Name] Est. ID: [Est. ID]

Home Member Establishment Payments Dashboards User Admin Online Services

MEMBER PROFILE
REGISTER-INDIVIDUAL
REGISTER-BULK
KYC-BULK
EXT-BULK
APPROVALS
APPROVE MISSING DETAILS
AADHAAR VERIFICATION
PAN VERIFICATION
DETAILS CHANGE REQUEST
DETAILS CHANGE REQUEST

registration are available for approval after UAN allocation. Click here

Employer may edit, if required, and print the Form again for submission to PF Office.

112.133.230.38/epfo/modifyBasicDetails/transSummaryGrid?_DIV_STATE_2=14-82C0F0D73D09C3065F584AFC2900678

October Payments ...csv Show all

Employer Profile

MADURA COATS LTD

Est. ID	DS [Redacted]
PF	Un-Exempted
Pension	Un-Exempted
EDLI	Un-Exempted
Address	8-53 OKHLA INDIA AREA, PHASE I, NEW DELHI, Dist: NEW DELHI, State: DELHI, Pin: 110020
PF Office	DELHI (SOUTH) [NHP]

Online Services

No. Of Pending Transfer Claims	-
Oldest Claim Pending Since	-

Step 7: Employer can view the online requests received from employees and can thus take appropriate action by giving the proper remark.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: [User Name] Est. ID: [Est. ID] Name: [Name] LTD

Home Member Establishment Payments Dashboards User Admin Online Services

Enter UAN: [Search]


Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Approve	Reject	Remark**
2	100 [Redacted] 53	DSNH [Redacted] 2	SA [Redacted] CH [Redacted] A [Redacted] PA [Redacted] Y	Aadhaar		63 [Redacted] 9	Approve	Reject	may be changed
			Name		SA [Redacted] CH [Redacted] A [Redacted] PA [Redacted] Y	H [Redacted] K [Redacted]			
			DOB		23 [Redacted] 5	01 [Redacted] 1967			


**Note: Please submit remark for rejecting

Requests Processed by Employer

Enter UAN: [Search]

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Status
------------------	-----	-----------	-----------------	--------	-----------------	------------------	--------

 **EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA**
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome!  | [employerfeedback@epfoindia.gov.in](#) | [Log Out](#)

ESE ID: DSN [REDACTED] | Name : MA [REDACTED]

Fri Nov 17, 2017 (SV 1.2.14)

Home Member ~ Establishment ~ Payments ~ Dashboards ~ User ~ Admin ~ Online Services ~

NO RECORDS FOUND

Requests Processed by Employer

Enter UAN:

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Status
1	10 [REDACTED] 04	DSN [REDACTED] 10	HARSH VARDHAN KAUSHIK	Name:	HARSH VARDHAN KAUSHIK	HARSH VARDHAN KAUSHIK	Approved by employer -> Pending at field office
2	10 [REDACTED] 03	DSN [REDACTED] 02	SALIL CHANDRA PANDEY	Aadhaar:	[REDACTED]	63 [REDACTED]	Approved by employer -> Pending at field office
				Name:	SALIL CHANDRA PANDEY	HARSH VARDHAN KAUSHIK	
				DOB:	23-JAN-1985	01-JAN-1967	



EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

[Tofeedback@epfnila.gov.in](#)
 Language : Hindi | English

Welcome!!

Admin Login

Sign In

Username

Password



Enter Captcha

[Sign in](#) [Reset](#)

[Forgot Password](#) | [Unlock Account](#)

©2015, Powered by EPO , Fri: 17 Nov 2017 (SV 1.1.66)

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The screenshot shows the EPFO portal interface. At the top, there is a header with the EPFO logo and the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA". On the right, there is a user welcome message "Welcome 185500" and a language selector "Language : Hindi | English | Logout".

The main section is titled "Pending requests". It contains a search bar with the label "Enter UAN:" and a "Search" button. Below the search bar is a table with the following columns: Reference Number, UAN, Member ID, Name as per UAN, Entity, Present entries, Proposed changes, Remark, Recommendation, Action, Choose case, and Remarks.

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Remark	Recommendation	Action	Choose case	Remarks
2	100 [redacted]	DSI [redacted]	SATISH CHANDRA PANDEY	Aadhaar:		63 [redacted]	May be approved	<input type="radio"/> Recommend for approval <input type="radio"/> Recommend for rejection	Submit	<input type="radio"/> Minor <input type="radio"/> Major	--

Below the table, there is a note: "**Note: Please submit remark for rejecting".

At the bottom, there is a section titled "Processed Requests" which is currently empty.

Step11: After due verification Dealing Assistant can submit his/her recommendations to Section Supervisor.

Present Problems;

1. DA screen not having documents from establishment side.
2. No option to upload EO report in cases referred to EO by approving authority.
3. No dashboard with DA to see all past cases.
4. AO login not available.

Solutions;

1. Establishment to be given option to upload documents.
2. EO report upload option to be provided.
3. Dashboard in da login for all past cases.
4. AO login to be created in FO interface.

The Dealing Assistant can put the case either for Approval, Return or Rejection by selecting the appropriate radio button i.e. Recommended for Approval, Return or Recommended for Rejection with proper remarks.

In the same manner Section Supervisor can submit his/her recommendations to APFC/RPFC for approval, rejection or return for seeking any clarification or document.

Step 12: Finally, APFC/RPFC can Approve/Reject/Return the case.

Present Problems;

1. Option to revert back to employee is not there.
2. Option to refer to EO for verification is not there.
3. No mis dashboard of all requests processed.
4. EO login not there in FO interface.
5. EO cannot upload their report on FO interface and forward it to da foronward transmission to competent authority.

Solutions;

1. Option to be added to revert back request to employee.
2. Option to refer it to EO to be included. this will take request to EO.
3. MIS dashboard for all processed requests to be shown in all logins DA,SS, AO, EO, APFC, RPFC-II, RPFC-I.
4. EO login on similar lines as da need to be made in FO interface.
5. EO report to be forwarded to da login then to competent authority.
6. 6 For cases reverted back or rejected a message will be sent to the loginof the employee for his information and necessary action

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome 105504 | ffeedback@epfindia.gov.in | Language : Hindi | English | Logout

MEMBER - Admin

Pending requests

Enter UAN: Search

Reference Number	UAN	Member ID	Name as per UAN	Entity	Present entries	Proposed changes	Remark**	Recommendation	Action	Choose case	Remarks
2	105504	DSH	SATISH CHANDRA PANDEY	Aadhaar		E		<input checked="" type="radio"/> Recommend for approval <input type="radio"/> Recommend for rejection	<input type="button" value="Approve"/> <input type="button" value="Reject"/>	Minor	DA : May be approved SS : may be approved

**Note: Please submit remark for rejecting

--END--



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय
Headquarters
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
Phone: 011-23604700 Email: dir-gen@esic.nic.in
Website: www.esic.nic.in / www.esic.in

No. N-12013/2/2023-Bft-II

Date: 29-07-2024

To,

RDs/JDs/DDs(I/Cs)/Medical Superintendents/Deans
Regional/Sub Regional Office/ESIC Hospitals/Medical Colleges
Employees State Insurance Corporation

Subject: UIDAI Guidelines reg. Removal of the Aadhar Card from the List of Acceptable Documents for Proof of Date of Birth.

Madam/Sir,

Reference is made to this office letter no. N-12013/2/2023-Bft-II dated 14.03.2024 on the subject mentioned above through which it was conveyed that due to recent directives from UIDAI, Aadhaar would no longer be accepted as a proof of Date of Birth of IPs and their dependents. Consequently, the instruction dated 24.07.2023 was withdrawn.

In this connection, it is informed that the ICT Division HQ has implemented provisions to exclude date of birth comparison in demographic details during the Aadhaar seeding process for beneficiaries and the same has been deployed in the application effective from 23.07.2024. All previous mismatch cases should be dealt as per standing instructions.

All Regional Directors (RDs), Joint Directors (JDs), Deputy Directors (I/Cs), Medical Superintendents, and Deans are requested to disseminate this information to subordinate offices and staff members for compliance.

This issues with the approval of the Insurance Commissioner (Benefit)

Yours faithfully,

(Sunil Yadav)

Dy. Director (Bft.)

Copy to: Web content manager for uploading the circular on ESIC website



भारत का राजपत्र The Gazette of India

सी.जी.-डी.एल.-अ.-10072024-255311
CG-DL-E-10072024-255311

असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)
PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 2560]

नई दिल्ली, बुधवार, जुलाई 10, 2024/आषाढ 19, 1946

No. 2560]

NEW DELHI, WEDNESDAY, JULY 10, 2024/ASHADHA 19, 1946

श्रम और रोजगार मंत्रालय

अधिसूचना

नई दिल्ली, 10 जुलाई, 2024

का.आ. 2696(अ).—केन्द्रीय सरकार, कर्मचारी राज्य बीमा अधिनियम, 1948 (1948 का 34) की धारा 1 की उपधारा (3) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, 1 अगस्त, 2024 को, उस तारीख के रूप में नियत करती है, जिस को उक्त अधिनियम के धारा 38 से धारा 43(दोनों सम्मिलित), धारा 45क, धारा 45कक, धारा 45ख, धारा 45ग, धारा 45घ, धारा 45ङ0, धारा 45च, धारा 45छ, धारा 45ज, धारा 45झ, धारा 46 से धारा 73(दोनों सम्मिलित), धारा 74 और धारा 75, धारा 76 की उपधारा (2) से उपधारा (4), धारा 82 और धारा 83 के उपबंध मणिपुर राज्य के बिष्णुपुर, सेनापति, उखरुल, कंगपोकपी, चूराचांदपुर एवं थोउबल जिलों के सभी क्षेत्रों में प्रवृत्त होंगे।

[फा. सं. एस-38013/11/2023-एसएस-1]

रूपेश कुमार ठाकुर, संयुक्त सचिव

MINISTRY OF LABOUR AND EMPLOYMENT

NOTIFICATION

New Delhi, the 10th July, 2024

S.O. 2696(E).—In exercise of the powers conferred by sub-section (3) of section 1 of the Employees' State Insurance Act, 1948 (34 of 1948), the Central Government hereby appoints the **1st day of August, 2024**, as the date on which the provisions of sections 38 to 43 (both inclusive), sections 45A, 45AA, 45B, 45C, 45D, 45E, 45F, 45G, 45H and 45I, sections 46 to 73(both inclusive), section 74 and section 75, sub-section (2) to (4) of section 76, section 82 and section 83 of the said Act shall come into force in all the areas of Bishnupur, Senapati, Ukhul, Kangpokpi, Churachandpur and Thoubal districts in the State of Manipur.

[F. No. S-38013/11/2023-SS-I]

RUPESH KUMAR THAKUR, Jt. Secy.

GOVERNMENT OF HARYANA / हरियाणा सरकार
HARYANA LABOUR WELFARE BOARD / हरियाणा श्रम कल्याण बोर्ड
श्रम कल्याण भवन, बेज नं० 29-30, पॉकेट-2, सेक्टर-4, पंचकूला



प्रधान सचिव, हरियाणा सरकार,
श्रम विभाग।

सेवा में

1. अतिरिक्त श्रम आयुक्त (एन० सी० आर०), गुरुग्राम।
2. सभी उप श्रम आयुक्त, हरियाणा राज्य।
3. सभी उप श्रम आयुक्त (कल्याण), हरियाणा राज्य।
4. सभी सहायक श्रम आयुक्त, हरियाणा राज्य।
5. सभी श्रम कल्याण अधिकारी, हरियाणा राज्य।
6. सभी श्रम निरीक्षक, हरियाणा राज्य।
7. सभी श्रम निरीक्षक (कल्याण), हरियाणा राज्य।

क्रमांक:- HLWB/REV/2024/ 3155 - 3804

दिनांक:- 9/7/2024

विषय:- Labour Welfare Fund प्रतिमास जमा करवाने बारे।
उपरोक्त विषय के संदर्भ में

विषय सम्बन्ध में आप सभी को अवगत करवाया जाता है कि पंजाब श्रम कल्याण निधि अधिनियम, 1965 (हरियाणा संशोधित) के अंतर्गत जमा होने वाले अंशदान को भी मासिक आधार पर जमा करवाने का प्रावधान online portal पर कर दिया गया है। अतः सभी संस्थाओं से EPF और ESI की भांति Labour Welfare Fund भी प्रति मास जमा करवाएं।

उप श्रम आयुक्त (कल्याण), मुख्यालय
कृते: प्रधान सचिव, हरियाणा सरकार, श्रम विभाग।

पृ० क्रमांक:-HLWB/REV/2024/ 3805 - 3809

दिनांक:- 9/7/2024

उक्त की एक एक प्रति निम्नलिखित को सूचनार्थ भेजी जाती है :-

1. निजी सचिव, माननीय मुख्यमंत्री महोदय, हरियाणा।
2. निजी सचिव, माननीय श्रम एवं रोजगार मंत्री महोदय, हरियाणा।
3. निजी सचिव, प्रधान सचिव, हरियाणा सरकार, श्रम विभाग।
4. निजी सचिव, कल्याण आयुक्त, हरियाणा।
5. निदेशक सूचना, लोक सम्पर्क एवं सांस्कृतिक गतिविधियां विभाग, हरियाणा।

उप श्रम आयुक्त (कल्याण), मुख्यालय
कृते: प्रधान सचिव, हरियाणा सरकार, श्रम विभाग।



GOVERNMENT OF HARYANA / हरियाणा सरकार
HARYANA LABOUR WELFARE BOARD / हरियाणा श्रम कल्याण बोर्ड
श्रम कल्याण भवन, बेज न० 29-30, पॉकेट-2, सेक्टर-4, पंचकूला



पृ० क्रमांक:-HLWB/REV/2024/ 3810-4045

दिनांक:- 9/7/2024

उक्त की एक एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है:-

1. हरियाणा राज्य के सभी प्रशासनिक सचिव महोदय को।
2. हरियाणा राज्य के सभी विभागाध्यक्षों को।
3. हरियाणा राज्य के सभी बोर्ड, कॉर्पोरेशन, निगम व सार्वजनिक उद्यमों के प्रबंध निदेशकों, मुख्य प्रशासकों को।
4. अतिरिक्त मुख्य कारखाना निदेशकों व सहायक निदेशकों, औद्योगिक सुरक्षा एवं स्वास्थ्य।
5. C.E.O, हरियाणा कौशल रोजगार निगम लिमिटेड, पंचकूला।
6. हरियाणा श्रम कल्याण निधि अधिनियम, 1965 (हरियाणा राज्यार्थ) के अंतर्गत आने वाली सभी औद्योगिक एवं वाणिज्यिक संस्थाओं को।

[Signature]

उप श्रम आयुक्त (कल्याण), मुख्यालय
कृते: प्रधान सचिव, हरियाणा सरकार, श्रम विभाग

पृ० क्रमांक:-HLWB/REV/2024/ 4046-4086

दिनांक:- 9/7/2024

इसकी एक एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है:-

1. हरियाणा राज्य में स्थित औद्योगिक एसोशिएसनों के पदाधिकारियों को।
2. हरियाणा राज्य में स्थित सभी पंजीकृत श्रम संघों के पदाधिकारियों को।

[Signature]

उप श्रम आयुक्त (कल्याण), मुख्यालय
कृते: प्रधान सचिव, हरियाणा सरकार, श्रम विभाग

पृ० क्रमांक:-HLWB/REV/2024/ 4087-4089

दिनांक:- 9/7/2024

इसकी एक एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है:-

1. सहायक निदेशक औद्योगिक सुरक्षा एवं स्वास्थ्य-सह-नोडल अधिकारी IT Cell, श्रम विभाग हरियाणा को।
2. श्री मोहित जैन, मैनेजर, IT Team, को।
3. कंप्यूटर प्रोग्रामर, हरियाणा श्रम कल्याण बोर्ड को कि वे इसे विभाग की आधिकारिक वेब साइट hrylabour.gov.in पर अपलोड करें।

[Signature]

उप श्रम आयुक्त (कल्याण), मुख्यालय
कृते: प्रधान सचिव, हरियाणा सरकार, श्रम विभाग



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय
Headquarters
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
Phone: 011-23604700 Email: dir-gen@esic.nic.in
Website: www.esic.nic.in / www.esic.in

File No. U-16012/392/2022-SST

Date: 25-07-2024

To,

- The Director (Med.) Delhi / Director (Med.) Noida
- Medical Superintendent's- All ESIC Hospitals.
- Dean's - All ESI - PGIMSR's & Medical Colleges
- Regional Directors/ States Medical Officers - All States
- Director Insurance Medical Services - All States through respective Regional Office.

Sub: Strict verification and scrutiny of documents for Super Speciality Treatment (SST) cases -reg

Ref: Hqrs. Office OM dated 18.08.2020 regarding referral for SST to tie-up hospitals where expenditure of the treatment for reference is made outside the ESI set-up and to be directly borne by ESI Corporation. (copy enclosed)

Sir/Madam,

This letter serves to inform and guide all ESIC user locations on the current policy regarding the provision of Super Specialty Treatment (SST) to insured persons (IPs) and their family members, in compliance with the circular dated 18.8.2020.

As per the directions of the Hon'ble High Court, ESIC is mandated to provide SST treatment to IPs and their family members from the first day of their employment on a case-by-case basis. The appeal against the said order is currently pending before the Hon'ble Division bench of High Court of Delhi. Nevertheless, ESIC continues to comply with the court's directions by providing SST to IPs and their families from the first day of employment, adhering to the directions of the Hon'ble High Court.

However, in recent times, there have been instances of fraud where undue advantages of the circular dated 18.08.2020 have been exploited. Particularly in expensive and lifelong treatments such as Enzyme Replacement Therapy (ERT) & Cancer Cases involving proprietary expensive Non DG ESIC RC drugs, malafide entries have been made in the ESIC system to avail these benefits illicitly. Such activities not only burden the system but also exploit the contributions of genuine ESIC IPs.

In view of above, to ensure and safeguard the integrity of the SST provisions and mitigate fraudulent activities, the following measures are to be strictly implemented:-

1. Referring locations must conduct thorough checks, especially for High Cost Treatment cases where the diagnosis date of the disease is after the date of registration in the ESIC system.
2. Increase scrutiny of cases to identify any potential nexus between employers and pharmaceutical companies

exploiting the system.

3. Maintain stringent assessment criteria for approving SST on a case-by-case basis, ensuring only genuine cases receive the benefits.
4. Regular audits and monitoring of the cases and referrals to detect and prevent any fraudulent activities.
5. Regional Directors are requested to conduct detailed document verification for all new cases. Henceforth, justification from the competent authority must also be provided to the HQ office, ensuring the genuineness of the patient and the IP in addition to the verification proforma.

It is imperative that all ESIC user locations adhere to these guidelines to maintain the integrity and effectiveness of the SST provisions. By implementing these measures it will be ensured that the genuine IPs and their families receive the medical benefits they are entitled to, while safeguarding the system against fraudulent practices.

This is for **strict compliance/adherence** and is issued with the approval of the Competent Authority.

Yours Faithfully,

Signed by Anita Karanwal

Date: 26-07-2024 14:42:43

(Dr. Anita Karanwal)

Dy. Medical Commissioner (SST)

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കേരള ഗസറ്റ് KERALA GAZETTE

അസാധാരണം EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്
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Thiruvananthapuram,
Friday

2024 ജൂലൈ 26
26th July 2024
1199 കർക്കടകം 11
11th Karkadakam 1199
1946 ശ്രാവണം 4
4th Sravana 1946

നമ്പർ
No. 2412

GOVERNMENT OF KERALA

Labour and Skills (E) Department

NOTIFICATION

G.O.(P)No.46/2024/LBR

Dated, Thiruvananthapuram, 22nd July, 2024

7th Karkadakam, 1199.

S. R. O. No. 640/2024

In exercise of the powers conferred by sub-section (1) of section 17 of the Kerala Recognition of Trade Unions Act, 2010 (16 of 2010), the Government of Kerala hereby make the following rules further to amend the Kerala Recognition of Trade Unions Rules, 2011 issued as per notification under G.O.(P).No.56/2011/LBR. dated 20th April, 2011 and published as



S.R.O.No.278/2011 in the Kerala Gazette Extraordinary No.897 dated 20th April, 2011, namely:-

Rules

1. *Short title and commencement.*- (1) These rules may be called the Kerala Recognition of Trade Unions (Amendment) Rules, 2024.
(2) They shall come into force at once.
2. *Amendment of the Rules.*- In the Kerala Recognition of Trade Unions Rules, 2011, in sub-rule (3) of rule 5, for the symbol and figure " ₹ 1000 " the symbol and figure " ₹ 1150 " shall be substituted.

By order of the Governor,
Dr. Vasuki K.,
Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport)

As per G.O. (P) No.56/2011/LBR. dated 20th April, 2011 and published as S.R.O. No. 278/2011 in the Kerala Gazette Extraordinary No.897 dated 20th April, 2011, Government have fixed the rates of fees payable under the Kerala Recognition of Trade Unions Act, 2010 with effect from 20th April, 2011. The Government have now decided to enhance the said rates suitably.

The notification is intended to achieve the above object.

